DOD WebSDR Training

User Instructions for an Internet-based Tool for Submission and Processing of Supply Discrepancy Reports (SDRs)

What Is A SDR?

- A Supply Discrepancy Report (SDR) is a tool used to report **shipping** or **packaging** discrepancies attributable to the responsibility of the shipper, (including Government sources, contractors/ manufacturers or vendors) and to provide appropriate responses and resolution.

- The purpose of this exchange is to determine the cause of such discrepancies, effect corrective action, and prevent recurrence.

SDR Program

- The supply discrepancy reporting program is designed to promote evaluation, correction, and improvement of logistics operations.
- To assist DoD Components in their SDR quality programs that will include periodic reviews to assess the accuracy and quality of work processes applicable to supply discrepancy processing.
- Data collected enables DOD to:
  - Identify trends
  - Establish volume and dollar values of SDRs
  - Bring management attention to problems with shipping activities as necessary
  - Improves the requisitioning and distribution process within logistics operations
- Official SDR guidance is located in the Defense Logistics Management System (DLMS) Manual, DoD 4000.25-M, Vol II, Chapter 17: http://www.dla.mil/j-6/dlmso/elibrary/manuals/dlms/v2.asp

SDR Submission

- Report item discrepancies which exceed $100 per line item or for <u>any</u> dollar value when:
  - Shipper is DLA or GSA
  - Quantity is discrepant for Controlled Inventory Items (classified/sensitive), arms, arms parts, ammunitions, explosives
  - Total nonreceipt (when not shipped via traceable means or not transportation related)
  - Incorrect item is received
  - Duplicate shipment
  - Documentation is missing
  - Misidentification of item under Unique Item Tracking (UIT) program

SDR Submission

- Report packaging discrepancies where estimated/actual cost of corrective packaging exceeds $100 or the value of the item, shipment, or package exceeds $2,500. Report packaging discrepancies involving hazardous material for any dollar value when a potentially hazardous condition could result.

- Regardless of dollar value, report immediately packaging discrepancies resulting in damaged material which may endanger life, impair combat or deployment operations, or effect material.

- Packaging discrepancies include:
  - Improper packing
  - Improper preservation
  - Improper marking
  - Improper unitization

- WebSDR supports very detailed discrepancy codes to encourage better understanding of the discrepant condition and follow-up analysis.

SDR Submission

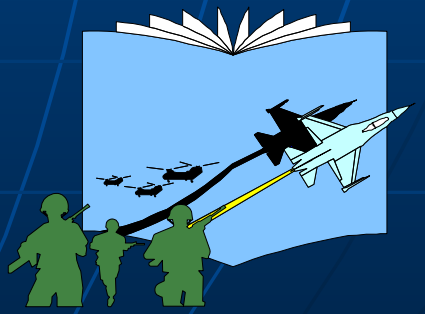
- SDR submission timeframes are:
  - For shortage or overage in controlled inventory items (classified/sensitive), arms, arms parts, ammunitions, and explosives, report within 24 hours of discovery
- All other discrepancies:
  - CONUS destinations: 90 days from shipment
  - Overseas destinations: 150 days from shipment
  - Late submission: Explain reason for delay; SDR may be processed for information only

Why WebSDR?

- The SDR transformation initiative is designed to move SDRs into an integrated electronic transactional environment within the framework of a standard logistics information exchange under the Defense Logistics Management System (DLMS).
- The goal is to provide an effective means to report, resolve, and measure discrepancies related to pipeline performance while reducing paper and manual intervention.
- The derivative benefits of the initiative include: near real time SDR reporting for immediate identification and more speedy resolution of reported discrepancies; enabling Perfect Order Fulfillment computations; facilitating of interoperability internal and external to DoD; and maximizing the economy, efficiency, effectiveness of the reporting process.

What is the DLMS?

- The Defense Logistics Management System is a broad base of business rules, data standards and electronic business objects (information exchange forms) designed to meet DoD's requirements for total logistics support.
  - Accommodates the legacy data content & business processes, while supporting future processes and data exchange requirements
  - DLMS encompasses all of the MILS systems and other inter-Component fixed record position transactional exchanges



More about the DLMS

- Includes procedures, data standards, code lists, metrics, policies, paper forms, and transaction formats *[e.g., the SF 364, Report of Discrepancy]*

- Business objects are supported by commercial standards. Currently consists of DLMS Supplements (DSs) for 61 Federally-approved implementation conventions (ICs) that use 26 ASC X12 transaction sets *[e.g., the 842A, Standard SDR]*

- Pledged to support emerging EB technologies – Extensible Markup Language (XML), enterprise resource planning (ERP) software solutions, etc.

- Maintains capability to communicate standard system logistics information requirements while expanding to support new initiatives such as: Unique Identification (UID); Radio Frequency Identification (RFID); Performance Based Logistics (PBL)

WebSDR Goals

- Quicker Response/Less Effort
  - Reduces delays resulting from misrouted SDRs or mailed documents
  - Electronic interface eliminates data entry at action activity
- Facilitated web-based entry available
  - Auto-fill feature uses DAAS requisition history to populate SDR
  - Data content targeted to specific discrepant condition
  - May be used by Military Services/Agencies (individual Service rules may differ)
  - Contractors may use for discrepancies related to Government Furnished Material
- Transaction exchange through logistics hub
  - ILCOs (using AFSAC pilot) will interface with the DAAS/WebSDR on behalf of FMS customers
  - DoD Component processing systems will interface with DAAS on a staggered implementation schedule

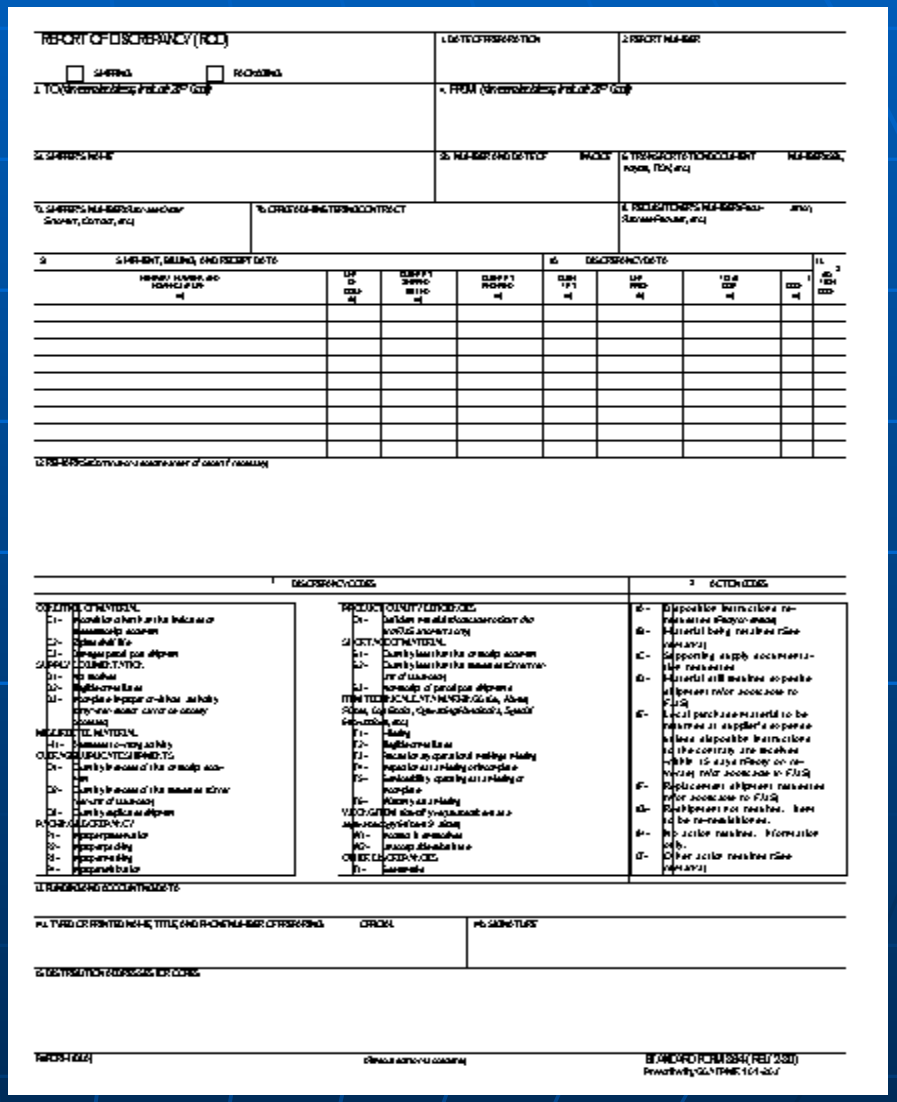
Developers of WebSDR

- WEBSDR developers consist of members of a multi-component development team to work in collaboration to establish new SDR business process rules, and procedures that will enable DoD to automate supply discrepancy reporting on a global enterprise level.

  - The Defense Logistics Management Standard Office (DLMSO)
  - Defense Automatic Addressing System Center (DAASC)
  - DOD Defense Logistics Agency (DLA)
  - Distribution Depots (DLA)
  - US Army
  - US Navy
  - US Air Force
  - US Marines
  - International Logistics Control Offices
  - General Services Administration (GSA)
  - Defense Reutilization and Marketing Office (DRMO)

Business Object: DLMS 842A derived from SF 364

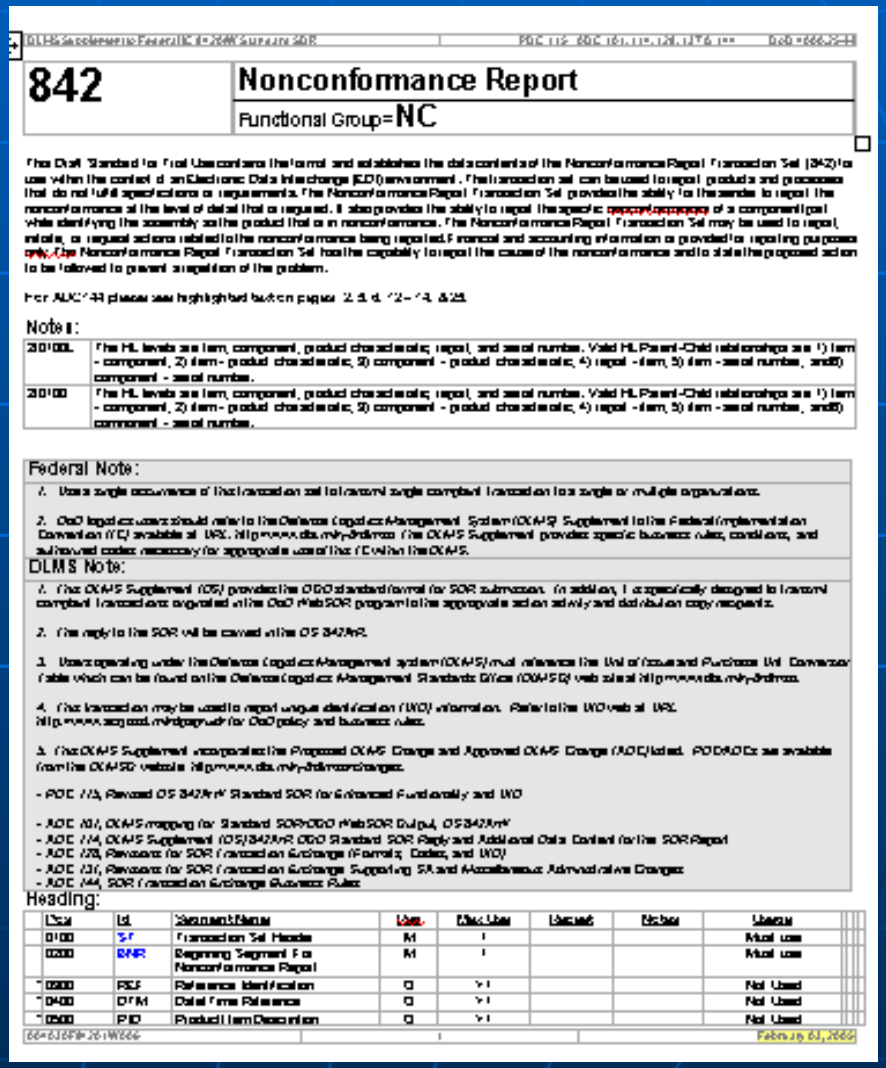
- Modernized systems will use business objects to transmit SDRs:
  - Includes data fields from the original SF 364
  - DLMS codes to support transactional exchange
  - Component-unique data requirements
  - Place holders for future enhancements, e.g., UID


REPORT OF DISCREPANCY (ROD)

Business Object: DLMS 842A DLMS Supplement to FED IC

DoD 4000.25-M

- Primary business object documentation is the DLMS Supplement (DS):
  - The DS establishes the DoD standard format for an electronic equivalent of the SF 364/SDR.
  - The DS provides specific business rules, conditions, and authorized codes necessary for appropriate use of this IC within the DLMS.
  - Used to replace Component unique formats and paper form.



842 | Nonconformance Report

Functional Group=NC

Note 1:

20100L	The HL levels are item, component, product characteristic, repair, and serial number. Valid HL Parent-Child relationships are 1) item - component, 2) item - product characteristic, 3) component - product characteristic, 4) repair - item, 5) item - serial number, and 6) component - serial number.
20100	The HL levels are item, component, product characteristic, repair, and serial number. Valid HL Parent-Child relationships are 1) item - component, 2) item - product characteristic, 3) component - product characteristic, 4) repair - item, 5) item - serial number, and 6) component - serial number.

Federal Note:

1. Uses single occurrence of this transaction set to transmit single compliant transaction for single or multiple organizations.

2. DoD logistics users should refer to the Defense Logistics Management System (DLMS) Supplement to the Federal Implementation Convention (IC) available at WEB: http://www.dla.mil/j-6/dlms/ The DLMS Supplement provides specific business rules, conditions, and authorized codes necessary for appropriate use of this IC within the DLMS.

DLMS Note:

1. The DLMS Supplement (DS) provides the DOD standard format for SDR submission. In addition, it is specifically designed to transmit compliant transactions originated in the DoD WebSDR program to the appropriate action activity and distribution copy recipients.

2. The reply to the SDR will be sent in the DS 842A/R.

3. Users operating under the Defense Logistics Management system (DLMS) must reference the Unit of Issue and Purchase Unit Conversion Table which can be found on the Defense Logistics Management Standards Office (DLMSO) web site at http://www.dla.mil/j-6/dlmso.

4. This transaction may be used to report unique identification (UID) information. Refer to the UID web site at WEB: http://www.acq.osd.mil/dpap/udi/ for DoD policy and business rules.

5. The DLMS Supplement incorporates the Proposed DLMS Change and Approved DLMS Change (ADC) listed. PDCs/ADCs are available from the DLMSO website http://www.dla.mil/j-6/dlmso/changes.

- PDC 173, Revised DS 842A/R Standard SDR for Enhanced Functionality and UID

- ADC 101, DLMS mapping for Standard SDR/DOD WebSDR Output, DS842A/R
- ADC 174, DLMS Supplement (DS)842A/R DOD Standard SDR Reply and Additional Data Content for the SDR Report
- ADC 173, Revisions for SDR Transaction Exchange (Formats, Codes, and UID)
- ADC 131, Revisions for SDR Transaction Exchange Supporting SR and Miscellaneous Administrative Changes
- ADC 144, SDR Transaction Exchange Business Rules

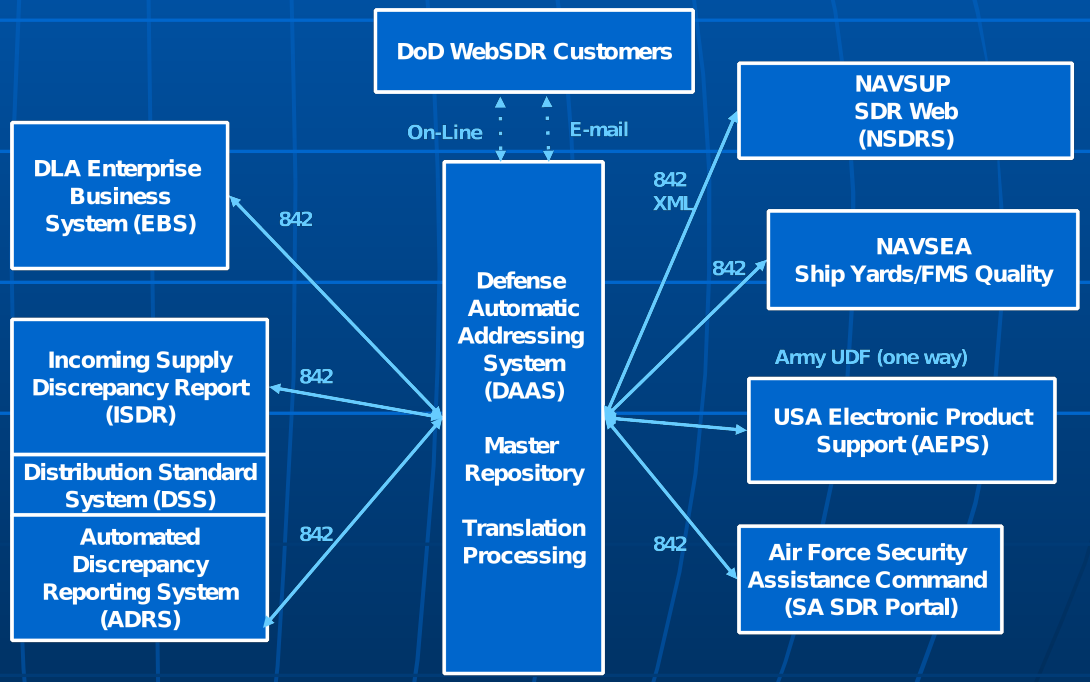
Heading:

Pos	Id	Segment Name	Req.	Max Use	Repeat	Notes	Usage
0100	ST	Transaction Set Header	M	1			Must use
0200	BNR	Beginning Segment For Nonconformance Report	M	1			Must use
0300	REF	Reference Identification	O	>1			Not Used
0400	DTM	Date/Time Reference	O	>1			Not Used
0500	PID	Product/Item Description	O	>1			Not Used

WebSDR Implementation Approach

Phased implementation with initial operating capability (IOC) as follows:

- Ability to receive and pass SDR information using transactional exchange (business objects)
- Ability to create SDR via DoD WebSDR (submission, follow-up, change, cancel, reply, request reconsideration)
- Ability to convert transactions and screen inputs to emails and forward to all parties requiring email support
- DoD SDR data base
- Query capability, future reporting capability



WebSDR Access

- Access to WEBSDR may be obtained by completing an online System Access Request (SAR), from the DAASC WWW Site: https://www.daas.dla.mil

- **Help Desk Support:**
  Commercial: (937) 656-3247
  DSN: 986-3247
  FAX: (937) 656-3800/3801 or 986-3800/3801
  You may also email: websdrhelp@dla.mil

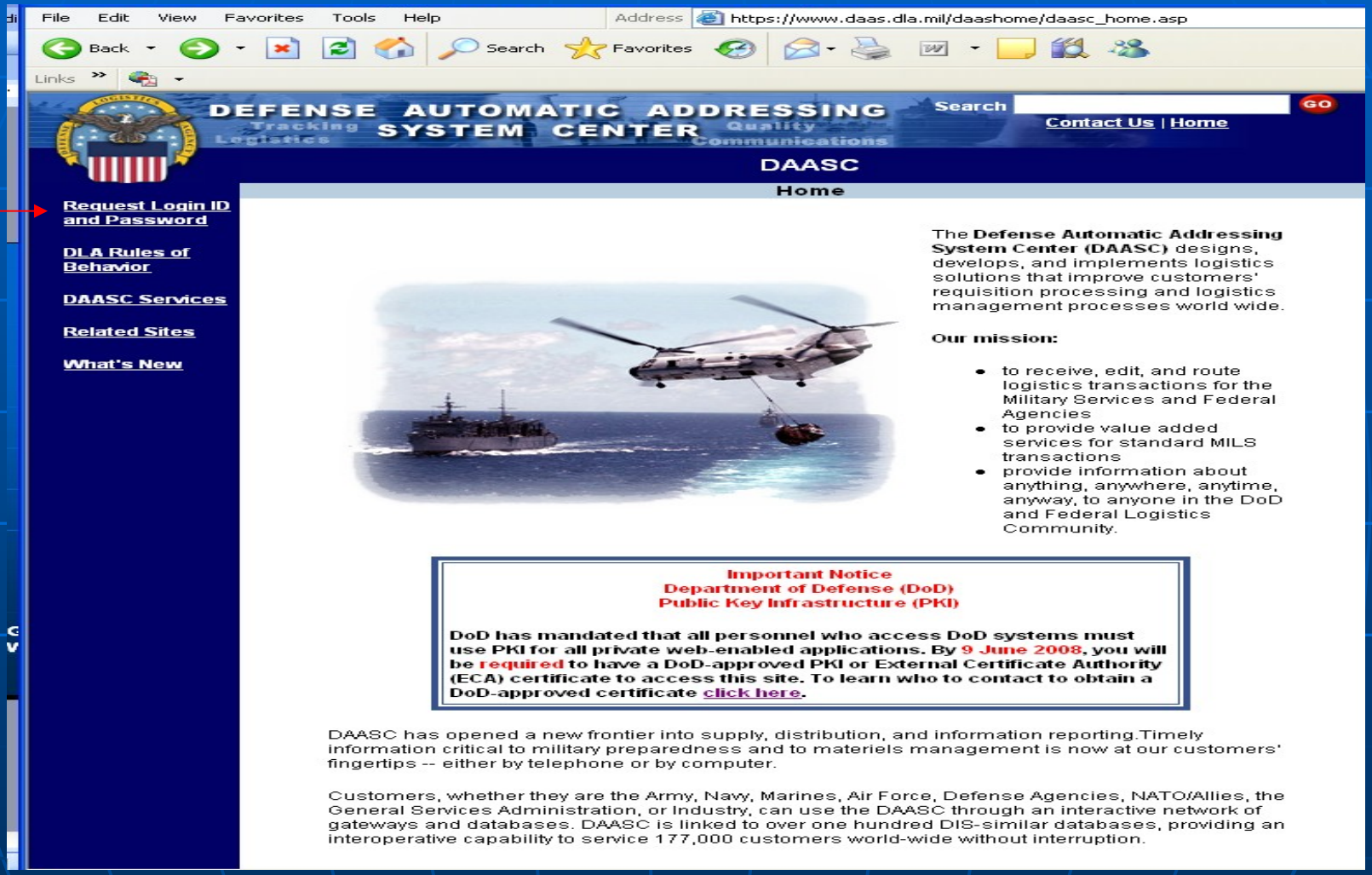
- Defense Automatic Addressing System Center (DAASC) Customer Services may be contacted 24 hours a day, 7 days a week. Calls outside the support hours need to be identified as to the seriousness of the call. All non-critical calls will be addressed the following business day.

- The DLA Customer Interaction Center (CIC) is also available for customers seeking assistance with DLA-sponsored discrepant shipments. CIC staff is available to take your call 24 hours a day, 7 days a week:

  Toll Free DLA Customer assistance, 1-877-352-2255 (1-877-DLA-CALL) or DSN 661-7766

  Customer Communications e-mail address: dlacontactcenter@dla.mi

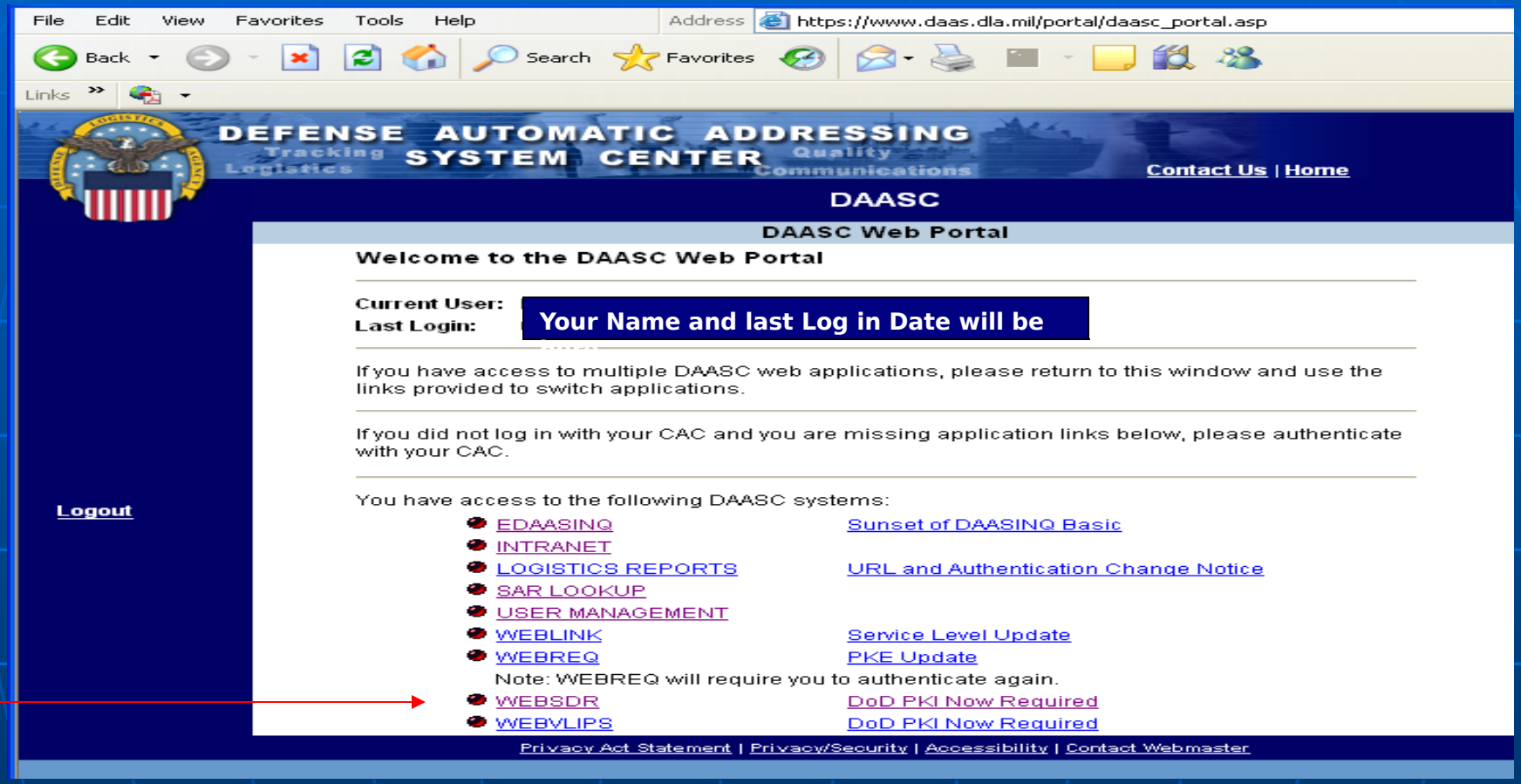
WebSDR Access



Go to https://www.daas.dla.mil and click on "Request Login ID and Password" Click WEBSDR. After receipt of the logon ID and password, you are authorized to use WebSDR.

How to Submit a SDR using DoD WebSDR

Log On to WebSDR



Go to https://www.daas.dla.mil/portal or https://www.daas.dla.mil/websdr to use the DoD WebSDR application. DoD WebSDR is Public Key Enabled (PKE), you will see the portal page. Click on WEBSDR (each users system will show different systems available)

SDR Submittal Process

WebSDR What is DoD WebSDR? - Microsoft Internet Explorer

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Supply Discrepancy Reporting (WebSDR)

What is WebSDR?

Links

Submit an SDR
- New
- Cancellation
- Update or Correction
- Follow-Up
- Reconsideration

Supply Source/Shipper Disposition Reply

Queries

Agency/Service Research Queries

Logout

What is DoD WebSDR?

This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). The Defense Automatic Addressing Service Center (DAASC) is responsible for the development and support of this project.

The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

WebSDR Training Slides

During the form submittal process, any input item with the required icon R is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3800/3801 or 986-3800/3801
You may also email: websdrhelp@dla.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

Begin by selecting “New” under “Submit an SDR” from the left side of your screen. A list of possible SDR actions show: New, Cancellation, Update or Correction, Follow-up, and Request for Reconsideration. We will walk through each of these processes. But first, we will initiate a new SDR to report a shipping discrepancy.

SDR Submittal Process

WebSDR New SDR Submittal - Microsoft Internet Explorer

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New SDR Submittal

What is WebSDR?

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Document Number R / Suffix: M99A1472210011 / Enter Doc Number

DoD WebSDR Control Number : (generated after submittal)

Customer Control Number

Date of Preparation: MAY 12 2008

SDR Type R: Shipping / Packaging / Dual Action

SDR Document/Shipment Type: 7 - Customer originated, depot shipment

International Logistics Data

SIO

Serial Number

Country

Case

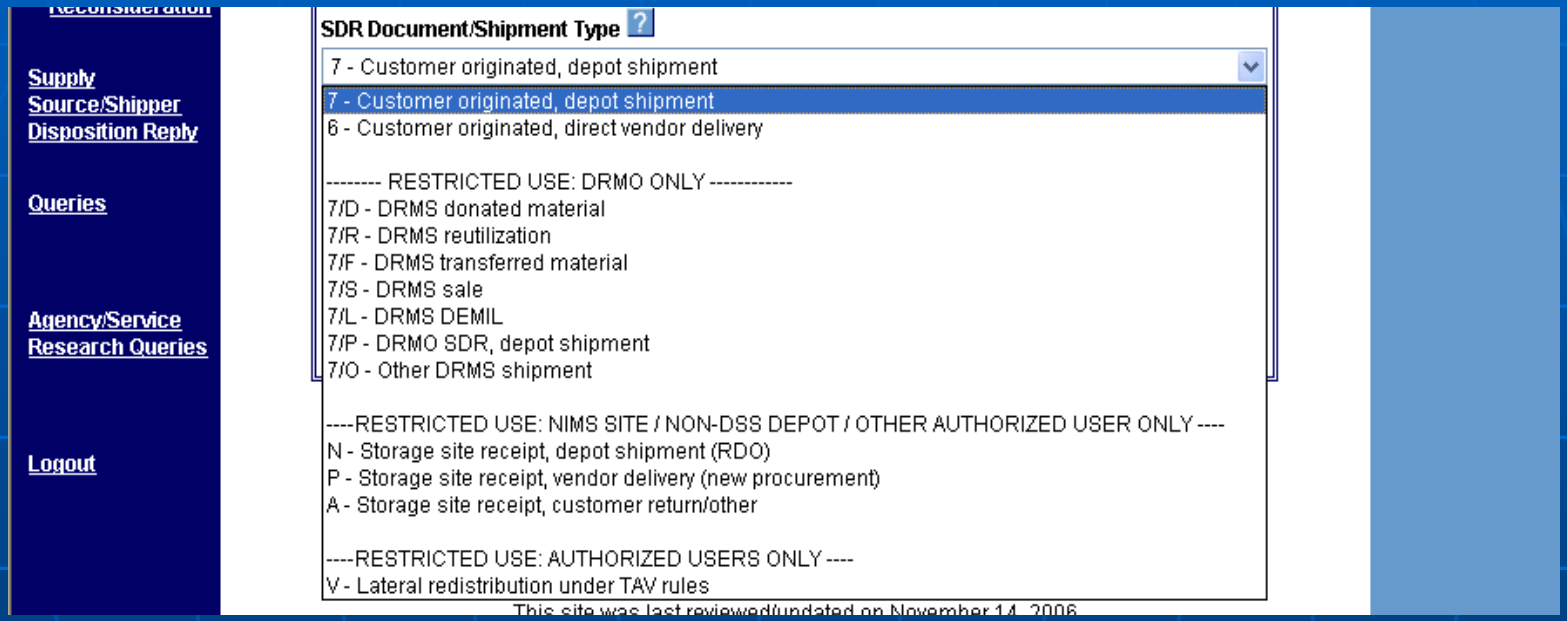
Reset Continue — Continue Button

You must enter the requisition document number to access DAAS historical requisition information available for most shipment types.

Notice that a unique “WebSDR Control Number” is auto-assigned. If your local procedures include use of a control number configured differently, you may also include it as your “Customer Control Number.” Both numbers will be retained for the life of the SDR.

Also identify the “SDR Type” as Shipping (e.g., shortage, wrong item), Packaging (e.g., packing, preservation, passive RFID), or Dual (both shipping and packaging discrepancies)

SDR Submittal Process



Identify the "SDR Document/Shipment Type." Customer-submitted SDRs generally fall into two types: "7" for depot or lateral DoD stock shipments, or "6" for shipments made directly from the vendor. If you received Supply Status BZ or BV, your material was shipped directly from the vendor. Other SDR Document/Type Codes are to be used only with prior coordination and training.

U.S. Forces may disregard the remaining entry blocks, as these are reserved for SDRs related to Security Assistance (Foreign Military Sales) customers..

Click on "CONTINUE" after each screen to move forward.

SDR Submittal Process

WebSDR Existing SDR Information Found - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/00_exists.asp

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Existing SDR Information Found

SDR(s) previously entered for Document Number M99A1472210011

You can review these reports or continue submitting a new SDR with your previously entered information.

Continue

Completed SDRs

Found 5 SDR record(s)

DoD WebSDR Control Number	Document Number	Date of Preparation	Submission Type
20080430837	M99A1472210011	FEB 12 2008	00 - Original
20080430837	M99A1472210011	APR 03 2008	45 - Follow Up
20080430837	M99A1472210011	APR 16 2008	11 - Response
20080430837	M99A1472210011	APR 16 2008	11 - Response
20080430837	M99A1472210011	FEB 12 2008	22 - Info Copy

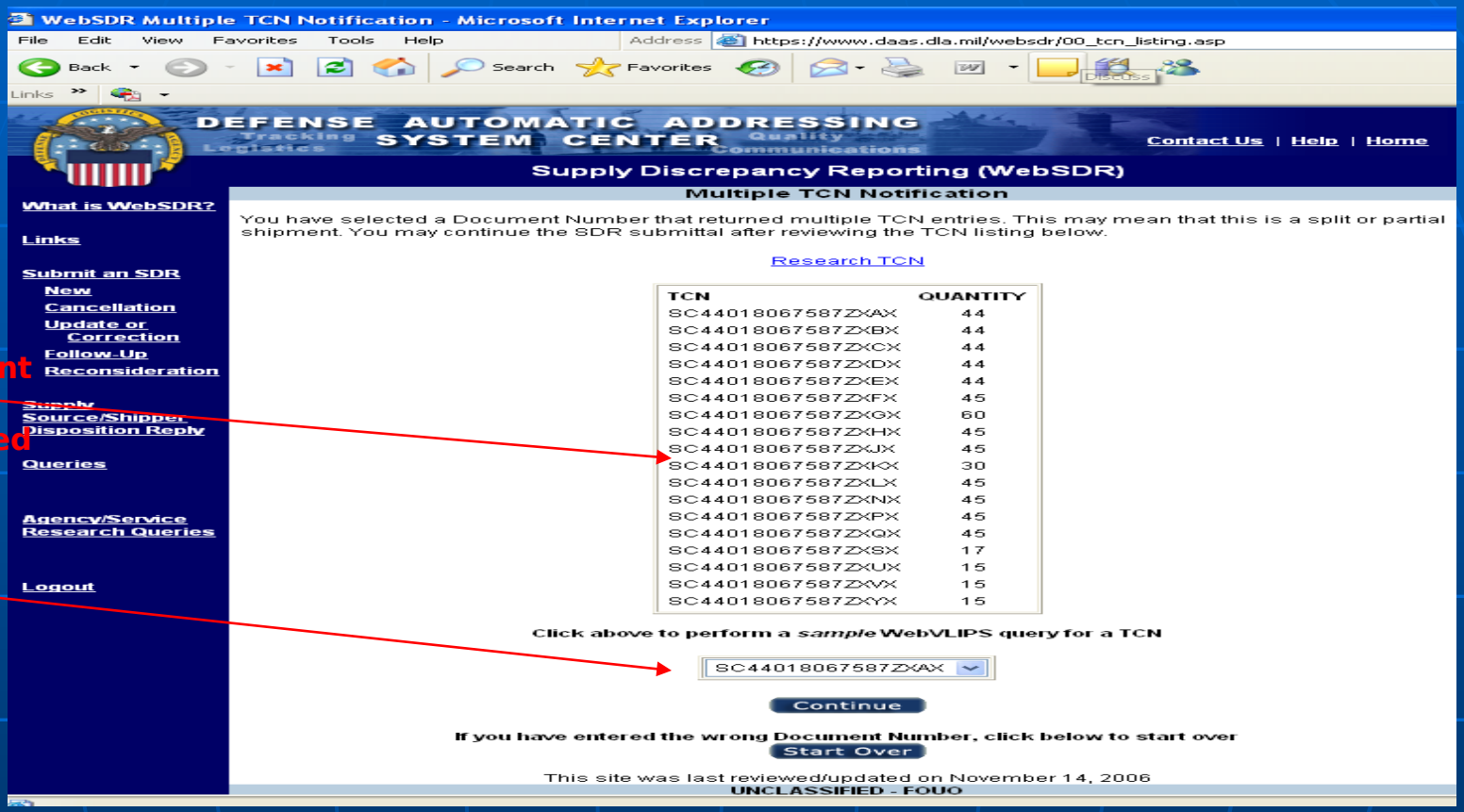
In Process SDRs (not yet submitted)

DoD WebSDR Control Number	Document Number	Date of Preparation	Submission Type
No Information Found			

Prior to creating a new SDR, WebSDR will search for any previously submitted SDRs matching the requested document number.

You may review any of these <u>or</u> select “CONTINUE” to create a new SDR for this document number.

SDR Submittal Process



Multiple shipment TCN & quantity shipped displayed as WebVLIPS hyperlink

Select shipment TCN in drop box

Often, WebSDR will find multiple (partial or split) shipments matching the document number. It will be up to the user to select the correct shipment. At this point, you have several choices: (1) You may select the Transportation Control Number (TCN) query into WebVLIPS (which provides a complete history for this shipment). (2) You may select the appropriate shipment using the TCN drop box and click to “CONTINUE.” (3) You may “START OVER” if you realize the document number is not correct.

What are Partial or Split Shipments?

- The Source of Supply (SoS) may create a “split shipment” to fill requisitioned quantity when using multiple shippers or because not all of the material is immediately available. SoS split shipments are easily recognized by the document number suffix.

- The Distribution Depot (DD) may create separate shipments when individual pieces of the SoS-directed shipment may be separated during shipment (for convenience of the DD or to prevent delays). Each shipment is assigned a unique TCN by using a Partial Code in the 16th position of the TCN. Each of these partial shipments will have the same requisition document number (and suffix when used). If there is no partial action, the 16th position will be an X.

- A subsequent trans-shipment activity, such as a port, may "split" a shipment, moving each forward as a distinct shipment. This is identified by a "Split TCN Suffix" in the 17th position of the TCN.

SDR Submittal Process

WebSDR Loading Data - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/00_loading.asp

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Loading Data

Pre-filling values from DAAS Databases...

Found the following information for
M99A1472210011

All of this data will be pre-filled during the rest of the SDR submittal

Retrieved requisition information

FROM: M99A14
MARINE CORPS COMMUNITY SERVICE A740
MARINE CORPS EXCHANGE BLDG 7500
814 RADFORD BLVD SUITE 20322
ALBANY, GA 31704-0322

TO: AN5
TRANSPORTATION OFFICER
DDSP NEW CUMBERLAND FACILITY
2001 NORMANDY DRIVE DOOR 113 TO 134
NEW CUMBERLAND PA 17070-5002, PA 17070-5001

SHIPPER: AN5
TRANSPORTATION OFFICER
DDSP NEW CUMBERLAND FACILITY
2001 NORMANDY DRIVE DOOR 113 TO 134
NEW CUMBERLAND PA 17070-5002, PA 17070-5001

TCN: M99A1472210011XXX

Owner RIC: SMS

NSN: 8415014842523

Unit of Issue: PR

Quantity: 10

Description: TROUSERS,DESERT,MARPAT TM

Current Standard Unit Price: $32.40

DLA Document Type: 7

WebSDR will automatically pre-fill much of the shipping and requisition information for you. This information is taken from DAAS history files. In some cases, you may overwrite the pre-filled information such as correcting the clear text address associated with your DoDAAC.

SDR Submittal Process

- Level 1 drop down menu defines the discrepancy category
- Level 2 drop window identifies conditions within selected category and completes the discrepancy code
- Level 3 drop window further

WebSDR Submittal for Requisition M99A1472210011 - Microsoft Internet Explorer

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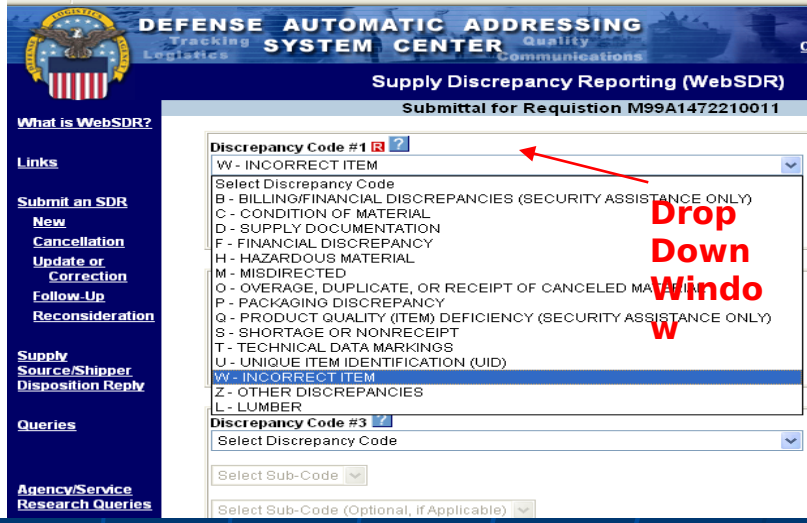
Discrepancy Code #1 R
Select Discrepancy Code
Select Sub-Code
Select Sub-Code (Optional, if Applicable)

Discrepancy Code #2
Select Discrepancy Code
Select Sub-Code
Select Sub-Code (Optional, if Applicable)

Discrepancy Code #3
Select Discrepancy Code
Select Sub-Code
Select Sub-Code (Optional, if Applicable)

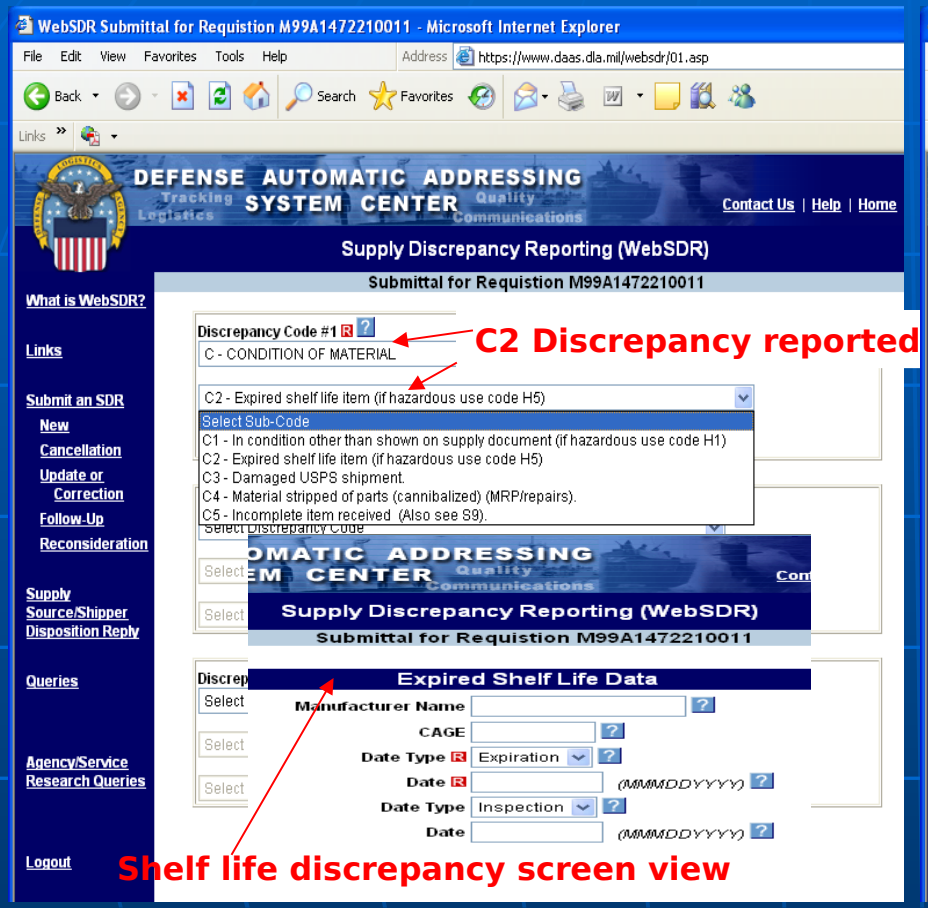
Optional Additional Discrepancy Codes

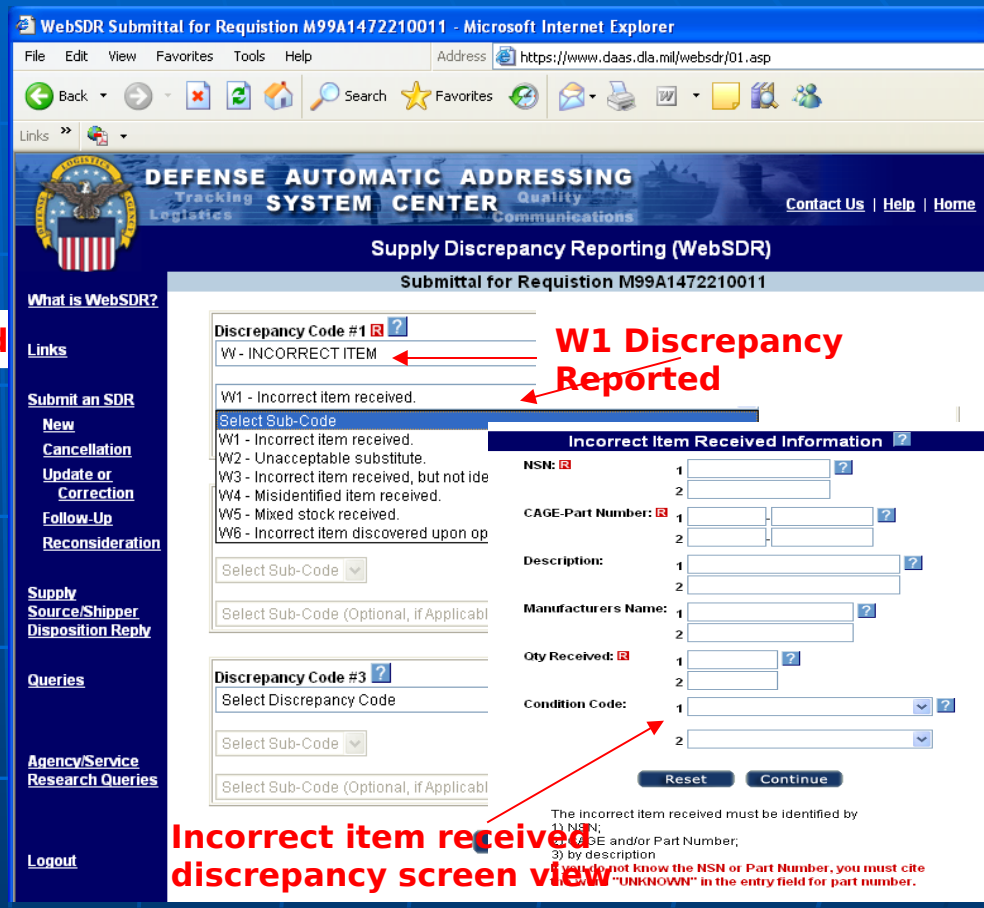
Reset Continue



You may now select the discrepancy code(s) applicable to the report. At least one discrepancy code <u>must</u> be entered, and a maximum of three <u>may</u> be entered. Due to the long list of available discrepancy codes, the codes are grouped according to categories. Sub-groupings within each category are used to clearly define the discrepant condition.

SDR Submittal Process





Based on the discrepancy code you selected, WebSDR will automatically determine if unique information specific to the discrepant condition is required.

For example, if you select a discrepancy code of “C2” for an expired shelf-life discrepancy, or a “W1” for an incorrect item received discrepancy, WebSDR will provide an additional screen for you to enter in the associated shelf life information or specific incorrect item received information.

Expired Shelf-Life SDRs

WebSDR Submittal for Requistion M99A1472210011 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/05.asp

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Expired Shelf Life Data

Manufacturer Name

CAGE

Date Type R Expiration

Date R (MMMDDYYYY)

Date Type Inspection

Date (MMMDDYYYY)

Reset Continue

You may report receipt of materiel for which the shelf-life either has expired (Type I non-extendible item) or the inspect/test date has lapsed (Type II extendible item), regardless of dollar value.

Special Instructions for Type II Items:

1. For DoD-managed items: Prior to submitting an SDR, access the DoD Shelf-Life Extension System (SLES) through the DoD Shelf-Life Program website at: http://www.shelflife.hq.dla.mil/ or through the shelf life program secure site if you have a .mil address.

a. Type II items requiring laboratory test: Query the DoD Quality Status Listing (QSL) to determine if the specified Type II item is listed as having passed the required laboratory testing and has been extended. Items that are listed on the QSL as passed may be extended and remarked accordingly if the item has been stored in accordance with its storage standard. For items not on the QSL, prior to submitting a SDR, contact the DLA CALL CENTER at 1-877-DLA-CALL if the shipment originated from a DLA Storage Activity.

b. Type II items requiring visual inspection: Query the Materiel Quality Control Storage Standards for the specified Type II item, perform visual inspection in accordance with the items storage standard, and extend and remark if the item has been stored in accordance with its storage standard. If the item fails the visual inspection, dispose of IAW local procedures.

2. For GSA-managed items: Prior to submitting an SDR, contact the GSA Shelf-Life HOTLINE at 1-209-547-8613 to determine if the inspect/test date has been extended.

3. If you have not already determined whether the Type II shelf-life has been extended, you may do so now. You may leave this SDR in an incomplete status while you check. When you return to DoD WebSDR, you may locate your incomplete SDR using the Query function. Incomplete SDRs will be retained for 14 days.

Use date field drop boxes:

Expiration date or date packed

Date inspected or date tested

SDR Submittal Process

WebSDR Submittal for Requistion M99A1472210011 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/02.asp

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Supply Discrepancy Reporting (WebSDR)

Submittal for Requistion M99A1472210011

TO: SDR forwarded to this action activity R ?

In Clear Lookup: ? RIC: AN5 Fill In-Clear

TRANSPORTATION OFFICER
DDSP NEW CUMBERLAND FACILITY
2001 NORMANDY DRIVE DOOR 113 TO 134 17070-5001

INITIATOR: Reporting Activity Information R ?

DoDAAC: M99A14 Fill In-Clear

In Clear Text Name/Address: ?

Line 1 R MARINE CORPS COMMUNITY SERVICE A
Line 2 R MARINE CORPS EXCHANGE BLDG 750
Line 3 814 RADFORD BLVD SUITE 20322
Line 4 ALBANY
State R GA - Georgia
Zip/Postal Code R 317040322

SHIPPING: Shipper's Name ?

In Clear Lookup: ? RIC AN5 Fill In-Clear

TRANSPORTATION OFFICER
DDSP NEW CUMBERLAND FACILITY
2001 NORMANDY DRIVE DOOR 113 TO 134
NEW CUMBERLAND PA 17070-5002 17070-5001

Continue

WebSDR has pre-filled the information from the requisition and shipping history.

Notice that the system pre-filled the addresses as listed in the DoD Activity Address File (DODAAF). WebSDR has also determined that the correct action activity for this SDR is DLA DDSP New Cumberland "AN5."

Did you notice the blue question mark bo ? s above? These indicate that help information is available, including definitions and special rules. Just click to view.

SDR Submittal Process

- WebSDR uses business rule logic developed by the DoD Components to determine the most appropriate activity to receive the SDR for action. These rules vary according to the multiple factors, such as:
  - The specific Service or Agency functioning as the Source of Supply (SoS)
  - Who shipped the material - vendor or Distribution Depot (DD)
  - Method of payment (e.g., EMALL purchase card)
  - Even the specific discrepancy code

- You may override the pre-filled information because there might be situations which cannot be built into system processing. But, use caution in doing so. Your Service or Agency procedures should always be applied to the SDR process.

- Where pre-fill information is not available, you will have to manually key in the remaining SDR data. If you can identify the DD from shipping documentation, you may direct your SDR to the DD or you may identify the SoS as the action activity. Both the DD and the SoS are able to forward your SDR if misdirected, but this may require extra processing time. You will be notified if your SDR is forwarded.

SDR Submittal Process

WebSDR Submittal for Requistion M99A1472210011 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/03.asp

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Submittal for Requistion M99A1472210011

Invoice Information

Invoice Number 5556546777

Invoice Date MAY142008 (MMMDDYYYY)

Transportation Information

TCN M99A1472210011XXX

GOVERNMENT BILL OF LADING GBL232323

CARRIER TRACKING NUMBER DHLS499

3rd Value
COMMERCIAL BILL OF LADING
GOVERNMENT BILL OF LADING
CARRIER TRACKING NUMBER
CERTIFIED MAIL
INSURED USPS
REGISTERED MAIL
OTHER

USB1333

rmation

SKF23M2496

Call/Order Number A023

CLIN/SUBCLIN 000001

Note: If Discrepant Condition Code is "L", at least one entry is required.

Unique Item Tracking (UIT) Information

Column max width is 30 characters

Lot LOT 44-6

Batch BATCH 1688

Serial No 20084983659

Reset Continue

Skip this area unless you have a specific reason

Transportation Control Number (TCN) should always be included when available. Other transportation numbers are optional.

Drop Down Menu

Always include the Contract Number for direct vendor delivery (DVD) shipments (SDR Document/Shipment Type=6) if not pre-populated.

Unique identification should be included for items which are tracked under the UIT program. This area will be updated later to reflect data elements associated with new DOD UID program policy.

The next screen allows you to enter additional information associated with the discrepancy such as transportation, procurement, and/or unique identification (UID) information. WebSDR will auto-fill as much historical information as available. Drop down menu's will assist you in entering other related information. Skip over any information which is not required or applicable.

SDR Submittal Process

If material identification is not auto-filled, you must populate this area with material identification as requisitioned. You don't need to provide extra information unless required by your Service rules.

WebSDR Submittal for Requistion M99A1472210011 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/04.asp

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Submittal for Requistion M99A1472210011

Source of Supply Data

Source of Supply SMS

Shipment, Billing, and Receipt Data

NSN 8415014842523
CAGE-Part #
Description TROUSERS,DESERT,MARF
FSC-NIIN
USN Cog Code
Purpose Code
Unit of Issue PR

Shipped
Quantity R 10
Condition Code R
A - Serviceable
Quantity Received R 10
EMALL-Originated Requisition:
Payment Method Was Government Purchase Card:

R Several options are permitted to describe the item(s).
One of the following is required:
- NSN / FSC and NIIN
- CAGE and Part Number
- Part Number and Description

Discrepancy Data

Discrepant Quantity R 10
Condition Code G - Unserviceable (incomplete)
Current Standard Unit Price $ 32.40
Total Cost (Discrepant Material) R $ 324.00

Reset Continue

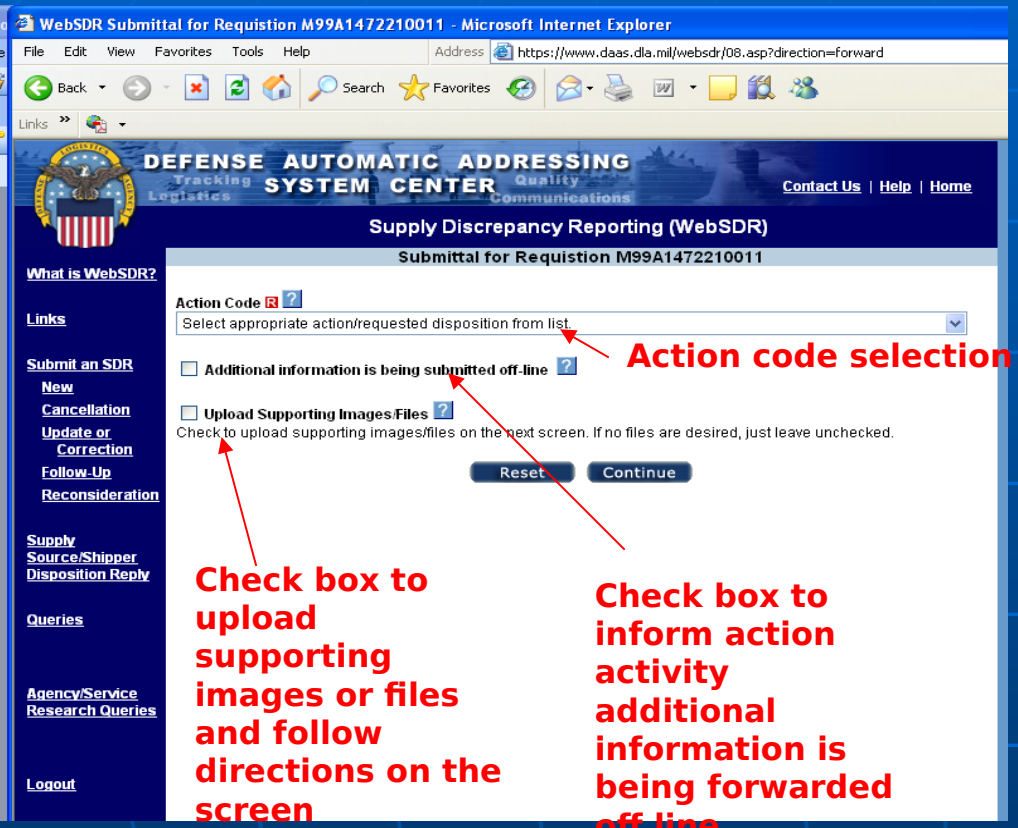
The default setting "Shipped" is appropriate for U.S. Military customers.

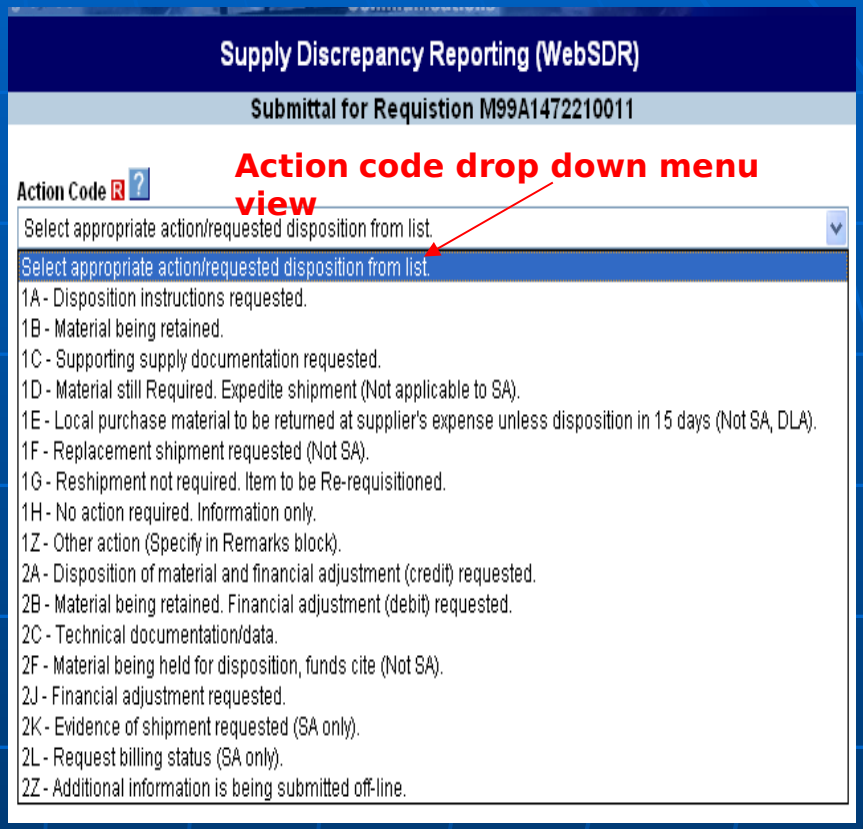
Condition code shipped/ billed & condition code actually received are only required for condition discrepancies. Use drop box to select appropriate code.

This is the important shipment, receipt, and discrepancy data screen. WebSDR will auto- fill information, as available, from DAAS historical records. You will key enter the actual shipped, received, and discrepant quantities. If applicable to the type of discrepancy, you will need to select the shipped and received condition codes.

Did you notice the red "R" boxes R above? These indicate required information fields. You will not be able to proceed unless this information is provided.

SDR Submittal Process





After completing previous screen, WebSDR will ask what action you would like taken to resolve your discrepancy. You must select one of the action codes from the drop down menu.

You may upload supporting images/files, such as pictures, shipping documents, PDF files, etc., from your computer. If this is not possible, but you have hard copy information you would like included, check the box indicating additional information will be provided off line. This separate information may now be mailed or faxed to the action point (include a printed copy of the completed SDR).

SDR Submittal Process

WebSDR Submittal for Requistion M99A1472210011 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/10.asp?direction=forward

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Submittal for Requistion M99A1472210011

Remarks

THIS BLOCK ALLOWS YOU TO ENTER ADDITIONAL TEXT INFORMATION TO THE ACTION AGENCY

Funding and Accounting Data

Fund Code: FC

Fund Additional: ENTER ANY ADDITIONAL FUNDING INFOMRATION HERE

Preparing Official Information

Name: R USER NAME FROM SAR

Title/Office Symbol:

Country Code: 00 - DEPARTMENT OF DEFENSE

Commercial Phone Number: R (937) 656-1111

Commercial FAX Number:

DSN Phone Number: R 986-1111

DSN FAX Number: 986-1112

E-mail: R USER.NAME@DLA.MIL

A commercial or DSN phone number is required.

Reset Continue

The next screen allows you to enter any additional remarks. Fund code and supplemental funding info are not required nor applicable to most SDRs. Your POC information will be auto-filled from your SAR. NOTE: This POC email address will be used by WebSDR to provide a confirmation copy, and will be used later to return an action activity reply directly to the submitter. You do have the option to over write the pre-filled information if required by local procedures. If your email changes please call the DAASC SAR Desk at 937-656-3247.

SDR Submittal Process

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Supply Discrepancy Reporting (WebSDR)

Submittal for Requisition M99A1472210011

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At this time, WebSDR requires an email address to complete this distribution.
If the email address is not available, you may choose to print and mail your distribution copy.

Distribution Copy #1 Optional

Pre-Fill Lookup: DoDAAC W80QJK Fill In-Clear

In Clear Text Name/Address:

Activity Name: W6F7 SUP DIV DSSA CLASS IX
Activity Name 2: AWCF SSF
Street Address: DEPOT ST REC WHSE BLDG 860
City: FT IRWIN
State: CA - California - or -
Country Code: (If outside U.S.)
Zip/Postal Code: 92310-9986
Email Address:

Click to retrieve clear-text address for DODAAC or Routing Identifier

Distribution Copy #2 Optional

Pre-Fill Lookup: DoDAAC W80QJH Fill In-Clear

In Clear Text Name/Address:

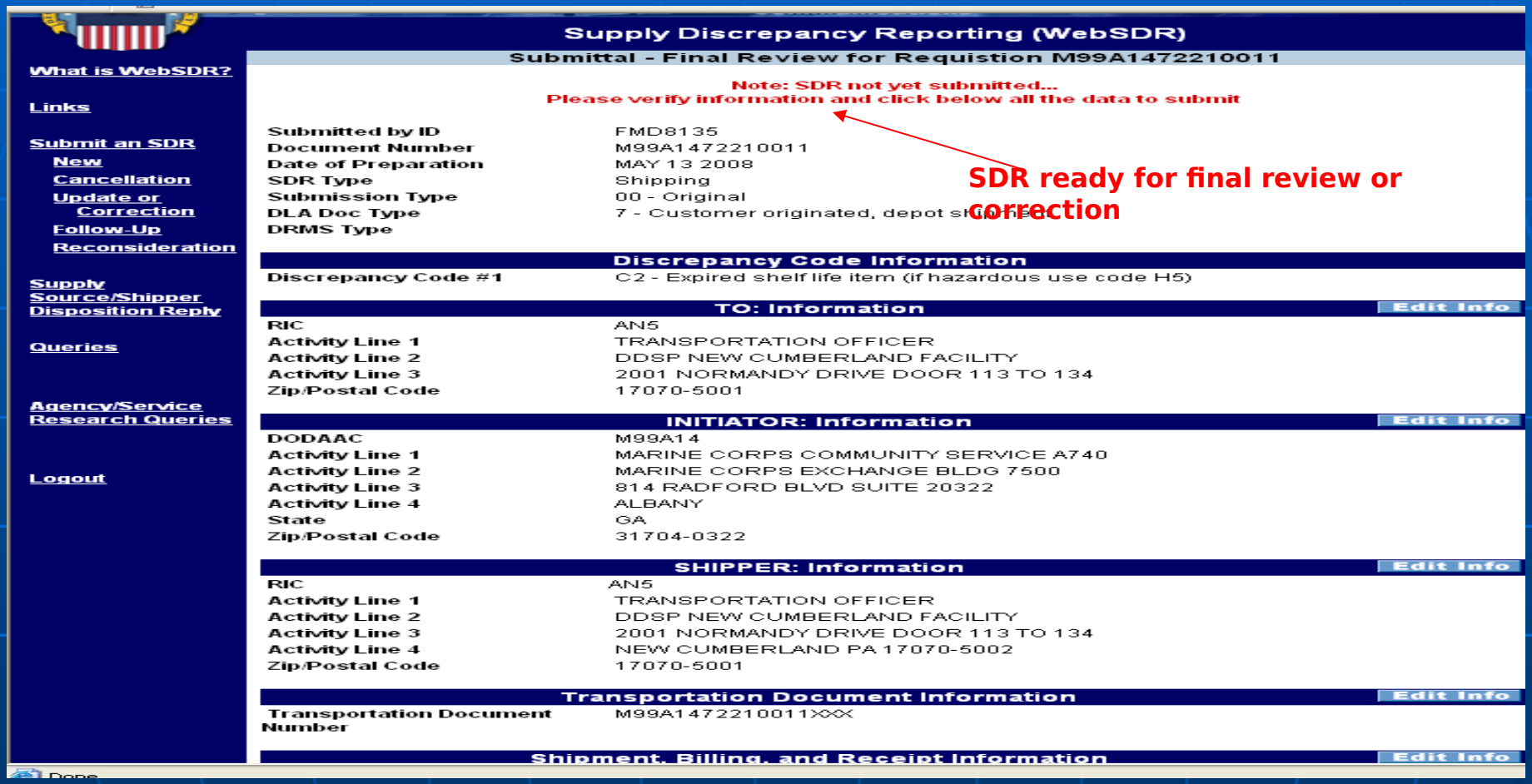
Activity Name: PRM 0272 CM CO HVY DIV
Activity Name 2:
Street Address: 25 HAVERHILL STREET
City: READING
State: MA - Massachusetts - or -
Country Code: (If outside U.S.)
Zip/Postal Code: 01867-1999
Email Address: RIC OR DODAAC EMAIL ADDRESS HERE

Click to retrieve clear-text address for DODAAC or Routing Identifier

Continue

You may identify two additional organizations to receive a distribution copy of your SDR. Any organization identified here will also receive copies of future actions related to this SDR and the action activity reply. You may select Routing Identifier or DoDAAC from the drop down menu, enter the code, and WebSDR will fill the clear text for you.

SDR Submittal Process



Your SDR submission is almost complete. WebSDR will provide one final view of the SDR information you just created. You have the opportunity to review the SDR and make any changes or corrections prior to submission. Select edit to go back to the SDR screen where edits are required. If OK, select continue to go to the next screen.

SDR Submittal Process

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Supply Discrepancy Reporting (WebSDR)

Successful Submittal of your SDR

TEXT ONLY (PRINTER FRIENDLY) VERSION

SDR successfully submitted

Print copy if local procedures require you maintain a hard copy of SDR submissions.

Submitted by ID	FMD8135
DoD WebSDR Control Number	20081340001
Document Number	M99A1472210011
Date of Preparation	MAY 13 2008
SDR Type	Shipping
Submission Type	00 - Original
DLA Doc Type	7 - Customer originated, depot shipment
DRMS Type	

Discrepancy Code Information

Discrepancy Code #1	C2 - Expired shelf life.

TO: Information

RIC	AN5
Activity Line 1	TRANSPORTATION OFFICER
Activity Line 2	DDSP NEW CUMBERLAND FACILITY
Activity Line 3	2001 NORMANDY DRIVE DOOR 113 TO 134
Zip/Postal Code	17070-5001

INITIATOR: Information

DODAAC	M99A14
Activity Line 1	MARINE CORPS COMMUNITY SERVICE A740
Activity Line 2	MARINE CORPS EXCHANGE BLDG 7500
Activity Line 3	814 RADFORD BLVD SUITE 20322
Activity Line 4	ALBANY
State	GA
Zip/Postal Code	31704-0322

SHIPPER: Information

RIC	AN5
Activity Line 1	TRANSPORTATION OFFICER
Activity Line 2	DDSP NEW CUMBERLAND FACILITY
Activity Line 3	2001 NORMANDY DRIVE DOOR 113 TO 134
Activity Line 4	NEW CUMBERLAND PA 17070-5002
Zip/Postal Code	17070-5001

Transportation Document Number Information

Transportation Document Number	M99A1472210011XXX

You have just completed your SDR submission. A printed version will include a signature line for use where local procedures require a signed document.

Email Action Copy

Subject: Message from DoD WebSDR - ACTION COPY FB642380890139 (20081340708)

********** UNCLASSIFIED - FOUO **********

- THIS IS A SUPPLY DISCREPANCY REPORT (SDR) -

*** DO NOT SEND RETURN EMAIL TO THE DODSDR MAILBOX ***

ALL COMMUNICATIONS REGARDING SDRS SHOULD BE DIRECTED TO THE PARTIES IDENTIFIED BELOW.
THIS MESSAGE IS PROVIDED BY THE DOD WEBSDR AS PART OF THE SDR TRANSFORMATION INITIATIVE.
TRAINING ON THE DOD WEBSDR IS AVAILABLE AT HTTP://WWW.DLA.MIL/J-6/DLMSO/PROGRAMS/COMMITTEES/SDR/BIC.ASP
SYSTEM ACCESS REQUESTS MUST BE SUBMITTED ON-LINE TO DAASC AT HTTPS://WWW.DAAS.DLA.MIL/DAASHOME/
CONTACT DOD WEBSDR AT: WEBSDRHELP@DLA.MIL

DOD WEB SDR NUMBER: 20081340708
SDR TYPE: SHIPPING
SUBMISSION TYPE: NEW (ORIGINAL)
SDR DOCUMENT TYPE: 7 - CUSTOMER ORIGINATED, DEPOT SHIPMENT

DOCUMENT NUMBER: FB642380890139

----- SDR DATE INFORMATION -----
DATE OF PREPARATION: MAY 13 2008

----- DISCREPANCY CODE(S) -----
DISCREPANCY CODE #1: S7 - SHORTAGE OR NONRECEIPT OF AN ITEM IN A MULTIPACK OR SEALED SHIPPING CONTAINER.
DISCREPANCY CODE #2: P2 - IMPROPER PACKING.

----- ACTION ACTIVITY INFORMATION -----
RIC: GSA
GSA FEDERAL SUPPLY AND SERVICES
DO NOT USE FOR MILSTRIP MAIL OR TWX
WASHINGTON DC 20406
DC US
DISTRIBUTION EMAIL: RODSM.NCSC@GSA.GOV

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----- INITIATOR: ACTIVITY INFORMATION -----
DODAAC: FB6423
FB6423134 ARW LGRS
BLDG 240 CP865 985 3350TMO 3355
240 BRISCOE DR
LOUISVILLE
TN
37777-6286

----- CUSTOMER: ACTIVITY INFORMATION -----
DODAAC: FB6423
FB6423 134 ARW LGRS
BLDG 240 CP 865 985 3350 TMO 3355
240 BRISCOE DR
LOUISVILLE TN 37777-6286
TN US

----- TRANSPORTATION INFORMATION -----
TCN: FB642380890138XXX

----- SHIPPING,BILLING, AND RECEIPT INFORMATION -----
NSN: 5133000650981
NOMENCLATURE: DRILL,TWIST
UNIT OF ISSUE: DZ - DOZEN
QUANTITY SHIPPED: 5
CONDITION CODE: A - SERVICEABLE
QUANTITY RECEIVED: 0

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----- DISCREPANCY INFORMATION -----
QUANTITY: 5
UNIT PRICE: $15.49
CORRECTIVE PACK COST: $3.50
TOTAL COST (DISCR. MAT.): $77.45

----- ACTION INFORMATION -----
ACTION CODE: 2J - FINANCIAL ADJUSTMENT REQUESTED.

----- REMARKS/COMMENTS -----
FB642380890139 WAS PACKAGED WITH FB642380890138. FB642380890138 HAD A HOLE IN THE PACKAGE AND ALL ITEMS INSIDE HAD FALLEN OUT. ENVELOPE WAS NOT SUFFICENT TO PROTECT ITEMS INSIDE, PLEASE ADJUST BILLING WITH CREDIT, WE HAVE BEEN CHARGED UNDER BILL VOUCHER G7370. DO NOT RESHIP WE HAVE ALREADY REORDERED.

----- POINT OF CONTACT INFORMATION -----
NAME: SHERRY D LONG
EMAIL ADDRESS: SHERRY.LONG@TNKNOX.ANG.AF.MIL
PHONE NUMBER: 865-985-3350
DSN NUMBER: 266-3350
FAX NUMBER: 865-985-3366
FAX DSN: 266-3366

SIGNATURE: _____

********** UNCLASSIFIED - FOUO **********

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A successful submission will provide an email action copy to DoD Components which are not yet capable of receiving SDR transactions. Transaction enabled systems will receive SDR transactions in lieu of email.

WebSDR-input reports will trigger creation of a distribution copy to the POC address (from previously entered POC information) as a confirmation of the SDR submission. You may use these to maintain a file of soft copy SDRs.

WebSDR will also provide copies to any distribution addresses identified.

Standard SDR X12 842A Transaction & Email Distribution C

```
ST*842*000000001*004030F842A0WP00
BNR*00*Z*20050228*06151984**C1
N1*41**10*M21800**FR
PER*PU*J W JONES*TE*0116252555***EM*RAYJONES@3DIV.USMC.MIL
PER*PU*J W JONES*AU*6252555
N1*ZD**M4*SDF**TO
HL*1**RP
LIN**FS*5340005867579*****CN*STRAP,WEBBING
DTM*947*20050228
REF*F8*N21800050061
REF*87*S
REF*TG*M2180043026303XXX
REF*TN*M2180043026303
REF*NN*20050590008*WEBSDR
LM*DF
LQ*D*7
LQ*83*A
LQ*HB*2K
NCD**5*1
NTE*RPT*REQUEST PROOF OF SHIPMENT OR CREDIT FOR MATL ORDERED AN
QTY*86*48*EA
QTY*39*48*EA
QTY*87*0*EA
AMT*10*137.28
AMT*Z3*2.86
N1*LW*COMMANDING OFFICER*10*M21800
N2*CAB 3D MARDIV MINUS REIN*UNIT 36280
N3*FPO
N4***966026280
N1*SH**M4*SDF
N1*SUS**M4*NNZ
```

```
LM*DF
LQ*HA*S4
LQ*83*A
SE*35*000000001
```

x Viewer

Message from DoD WebSDR - ACTION COPY FB642380890139 (20081340708) - Message (Plain Text)

File Edit View Insert Format Tools Actions Help Adobe PDF

Reply | Reply to All | Forward

From: DODSDR@DLA.MIL
To:
Cc:
Subject: Message from DoD WebSDR - ACTION COPY FB642380890139 (20081340708)
Sent: Tue 5/13/2008 11:07 AM

```
***************************** UNCLASSIFIED - FOUO ****************************

- THIS IS A SUPPLY DISCREPANCY REPORT (SDR) -

*** DO NOT SEND RETURN EMAIL TO THE DODSDR MAILBOX ***

ALL COMMUNICATIONS REGARDING SDRS SHOULD BE DIRECTED TO THE PARTIES IDENTIFIED BELOW.
THIS MESSAGE IS PROVIDED BY THE DOD WEBSDR AS PART OF THE SDR TRANSFORMATION INITIATIVE.
TRAINING ON THE DOD WEBSDR IS AVAILABLE AT HTTP://WWW.DLA.MIL/J-6/DLMSO/PROGRAMS/COMMITTEES/SDR/BIC.ASP
SYSTEM ACCESS REQUESTS MUST BE SUBMITTED ON-LINE TO DAASC AT HTTPS://WWW.DAAS.DLA.MIL/DAASHOME/
CONTACT DOD WEBSDR AT: WEBSDRHELP@DLA.MIL

--------------------------------------------------------------------------------
        DOD WEB SDR NUMBER: 20081340708
                  SDR TYPE: SHIPPING
        SUBMISSION TYPE: NEW (ORIGINAL)
      SDR DOCUMENT TYPE: 7 - CUSTOMER ORIGINATED, DEPOT SHIPMENT

         DOCUMENT NUMBER: FB642380890139

--------------------------------------------------------------------------------

----- SDR DATE INFORMATION ---------------------------------------------------
      DATE OF PREPARATION: MAY 13 2008

----- DISCREPANCY CODE(S) ----------------------------------------------------
      DISCREPANCY CODE #1: S7 - SHORTAGE OR NONRECEIPT OF AN ITEM IN A MULTIPACK OR SEALED SHIPPING CONTAINER.
      DISCREPANCY CODE #2: PZ - IMPROPER PACKING.

----- ACTION ACTIVITY INFORMATION --------------------------------------------
                     RIC: GSA
                          GSA FEDERAL SUPPLY AND SERVICES
                          DO NOT USE FOR MILSTRIP MAIL OR TWX
                          WASHINGTON DC  20406
                          DC  US
       DISTRIBUTION EMAIL: RODSM.NCSC@GSA.GOV

----- INITIATOR: ACTIVITY INFORMATION ----------------------------------------
                  DODAAC: FB6423
                          FB6423134 ARW LGRS
                          BLDG 240 CP865 985 3350TMO 3355
                          240 BRISCOE DR
                          LOUISVILLE
                          TN
                          37777-6286

----- CUSTOMER: ACTIVITY INFORMATION -----------------------------------------
                  DODAAC: FB6423
                          FB6423  134 ARW LGRS
                          BLDG 240 CP  865 985 3350  TMO 3355
                          240 BRISCOE DR
                          LOUISVILLE              TN 37777-6286
                          TN  US

----- TRANSPORTATION INFORMATION ---------------------------------------------
                     TCN: FB642380890138000

----- SHIPPING,BILLING, AND RECEIPT INFORMATION ------------------------------
                     NSN: 5133000650981
            NOMENCLATURE: DRILL,TWIST
           UNIT OF ISSUE: DZ - DOZEN
        QUANTITY SHIPPED: 5
          CONDITION CODE: A - SERVICEABLE
      QUANTITY RECEIVED: 0

----- DISCREPANCY INFORMATION ------------------------------------------------
                QUANTITY: 5
              UNIT PRICE: $15.49
     CORRECTIVE PACK COST: $3.50
  TOTAL COST (DISCR. MAT.): $77.45

----- ACTION INFORMATION -----------------------------------------------------
             ACTION CODE: 23 - FINANCIAL ADJUSTMENT REQUESTED.

----- REMARKS/COMMENTS -------------------------------------------------------
FB642380890139 WAS PACKAGED WITH FB642380890138. FB642380890138 HAD A HOLE IN THE PACKAGE AND ALL ITEMS INSIDE HAD
FALLEN OUT.  ENVELOPE WAS NOT SUFFICIENT TO PROTECT ITEMS INSIDE, PLEASE ADJUST BILLING WITH CREDIT, WE HAVE BEEN
CHARGED UNDER BILL VOUCHER G7370. DO NOT RESHIP WE HAVE ALREADY REORDERED.

----- POINT OF CONTACT INFORMATION -------------------------------------------
                   NAME: SHERRY D LONG
          EMAIL ADDRESS: SHERRY.LONG@TNEMOX.ANG.AF.MIL
            PHONE NUMBER: 865-985-3350
              DSN NUMBER: 266-3350
              FAX NUMBER: 865-985-3366
                 FAX DSN: 266-3366


 SIGNATURE: _____

***************************** UNCLASSIFIED - FOUO ****************************
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WebSDR Action Activity Response Process

Action Activity Response Process

- SDR replies are used to pass pertinent information from the SDR action activity to the SDR initiator and other interested parties.

- A typical response might provide :
  - Interim status during processing
  - Forwarding information to direct the SDR to another action activity
  - Disposition instructions for discrepant material
  - Advice on debit/credit actions

- The web-generated reply screen will provide a view of the original report to facilitate preparation of the response.

Log On To WebSDR

DAASC Web Portal - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/portal/daasc_portal.asp

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DEFENSE AUTOMATIC ADDRESSING SYSTEM CENTER

Tracking Logistics Quality Communications

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DAASC

DAASC Web Portal

Welcome to the DAASC Web Portal

Current User: User Name and Last Login Date will be here

Last Login: 05/13/2008 14:31 GMT

If you have access to multiple DAASC web applications, please return to this window and use the links provided to switch applications.

If you did not log in with your CAC and you are missing application links below, please authenticate with your CAC.

You have access to the following DAASC systems:

- EDAASINQ — Sunset of DAASINQ Basic
- INTRANET
- LOGISTICS REPORTS — URL and Authentication Change Notice
- SAR LOOKUP
- USER MANAGEMENT
- WEBLINK — Service Level Update
- WEBREQ — PKE Update

Note: WEBREQ will require you to authenticate again.

- WEBSDR — DoD PKI Now Required
- WEBVLIPS — DoD PKI Now Required

Logout

Privacy Act Statement | Privacy/Security | Accessibility | Contact Webmaster

Click WEBSDR

Log into https://www.daas.dla.mil/portal or https://www.daas.dla.mil/websdr

Action Activity Response

WebSDR What is DoD WebSDR? - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/home.asp

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Supply Discrepancy Reporting (WebSDR)

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What is DoD WebSDR?

This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). The Defense Automatic Addressing Service Center (DAASC) is responsible for the development and support of this project.

The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

WebSDR Training Slides

During the form submittal process, any input item with the required icon R is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3800/3801 or 986-3800/3801
You may also email: websdrhelp@dla.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

This site was last reviewed/updated on November 14, 2006

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This time select “Supply Source/Shipper Disposition Reply” to prepare a reply to an SDR you have received for action.

Action Activity Response

WebSDR Reply Tool - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://www.daas.dla.mil/websdr/sdr_response_init.asp

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Reply Tool

DoD SDR Control Number:

Document Number: -

Reset Continue

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The next screen allows you to identify the appropriate SDR. WebSDR can locate the SDR record by the document number or the SDR control number.

Action Activity Response

WebSDR Reply Tool - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_response_input.asp

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Reply Tool

Found previously submitted replies and/or replies currently being entered.

Please review the listed records before submitting a new reply.

In-Process Response Transactions

DoD Control Number	Document Number	Date of Preparation
20072610648	FE282372320024	OCT162007
20072610648	FE282372320024	OCT162007

Submitted Response Transactions

DoD Control Number	Document Number	Date of Preparation
20072610648	FE282372320024	SEP 27 2007
20072610648	FE282372320024	SEP 20 2007

Continue

UNDER CONSTRUCTION

A future release will enhance the selection line to include additional identifying information.

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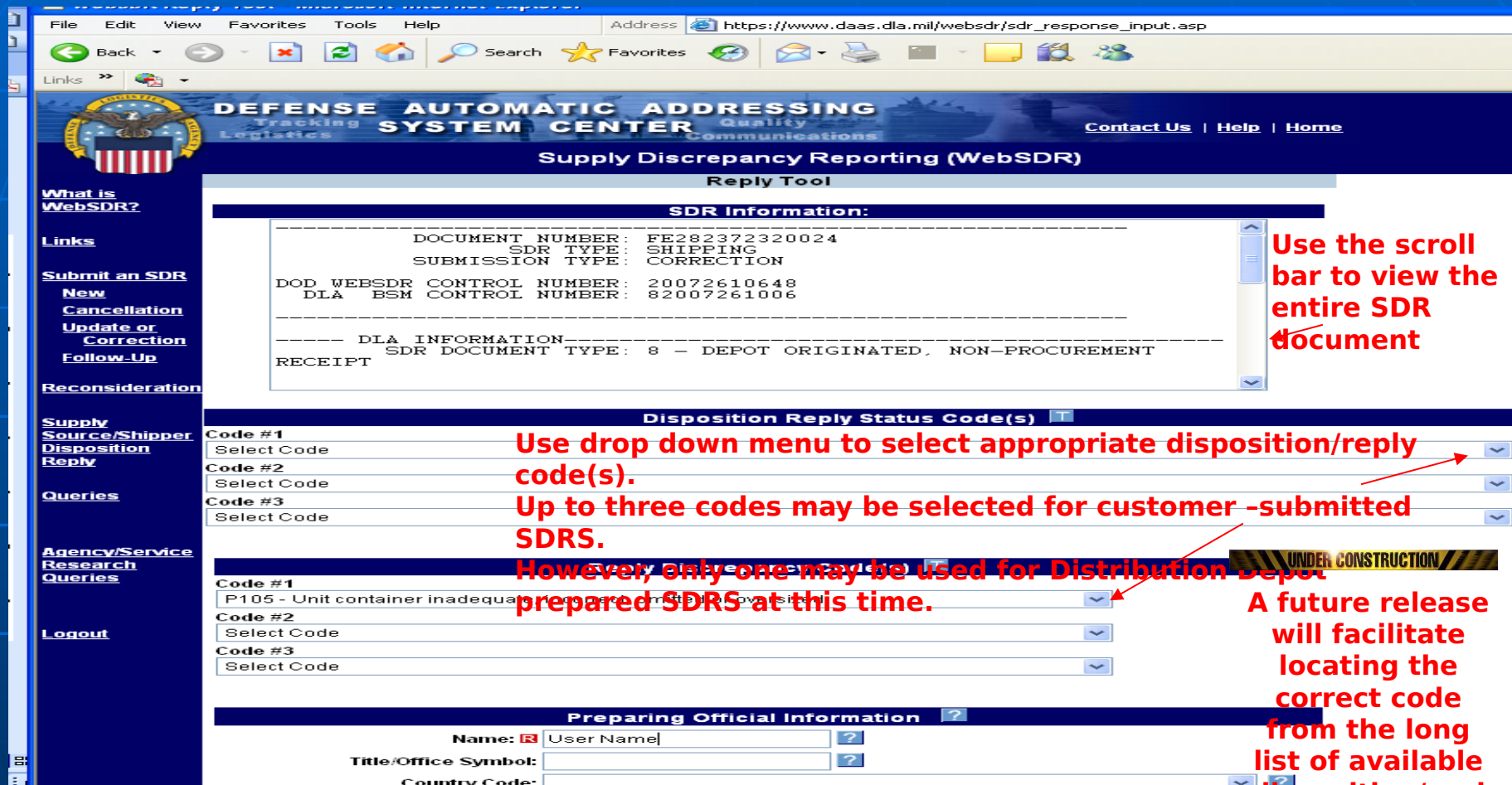
In some circumstances, WebSDR retrieves multiple SDRs applicable to your selection criteria. If this occurs, you should select the appropriate SDR from the list provided and click continue. If you are not sure, just select the hyperlink to view the entire SDR record.

Action Activity Response



Use the scroll bar to view the entire SDR document

Use drop down menu to select appropriate disposition/reply code(s).
Up to three codes may be selected for customer –submitted SDRS.
However, only one may be used for Distribution Depot prepared SDRS at this time.

A future release will facilitate locating the correct code from the long list of available disposition/reply codes

The top of this screen provides a view of the original report to facilitate preparation of the reply. Using the drop down menu, you must select at least one disposition reply code to assign to the discrepancy report.

Action Activity Response

WebSDR Reply Tool - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_response_input.asp

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RECEIPT

Disposition Reply Status Code(s)

Code #1: Select Code

Code #2: Select Code

Code #3: Select Code

Reply Discrepancy Code(s)

Code #1: P105 - Unit container inadequate, incorrect, omitted or oversized.

Code #2: Select Code

Code #3: Select Code

Preparing Official Information

Name: User Name

Title/Office Symbol:

Country Code:

Commercial Phone Number: (937) 656-3783

Commercial FAX Number:

DSN Phone Number: 986-3783-318

DSN FAX Number:

E-mail: DAWN.KOHLBACHER@DLA.MIL

A commercial or DSN phone number is required.

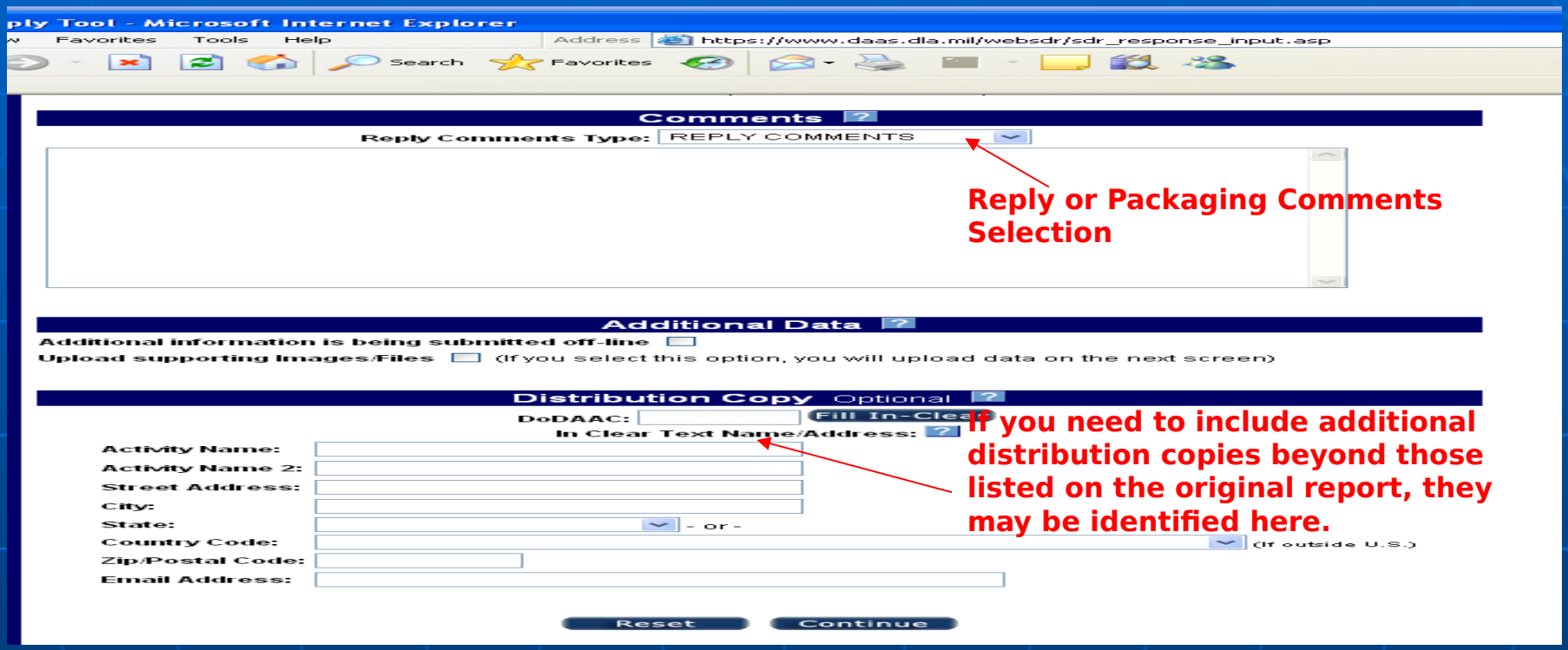
Comments

Reply Comments Type: REPLY COMMENTS

Use this option only when you need to correct an erroneously assigned discrepancy code

As you continue scrolling down the page, you will notice the reply discrepancy code(s) are pre-filled from the original SDR as reported by the customer. Although it is not usually necessary, the action activity is permitted to correct the discrepancy code, should the customer have used the wrong code to identify the discrepant shipment. Notice the POC information is pre-filled using the information derived from the System Access Request (SAR).

Action Activity Response



In addition to selecting the appropriate disposition/reply code(s), we recommend you provide text comments for clarification. Packaging control points may use the drop down selection to indicate packaging related comments.

Many disposition/reply codes require explanation and/or additional information, such as a ship-to address. A subsequent screen will be provided to capture supplemental information based upon the specific disposition/reply code.

You may also upload images, pictures, or files with your response or indicate you are providing a hard copy supporting document off line.

Action Activity Response

WebSDR Reply Tool - Upload Supporting Documentation - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_response_input4.asp

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Reply Tool - Upload Supporting Documentation

Note: SDR Response not yet submitted...
Please verify information and click below all the data to submit

SDR Response not yet submitted

DoD Control Number	20080430837
Document Number	M99A1472210011
Reply To	M99A14
Reply From	AN5

Original Discrepancy Code Information

Discrepancy Code(s)	W2 - Unacceptable substitute.

Disposition Code Information

Disposition Code(s)	103 - DISCREPANCY REPORT RECEIPT ACKNOWLEDGEMENT
	101 - CREDIT AUTHORIZED
	115 - TURN IN MATERIEL RECEIVED TO DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO)

SDR Reply Information

Nomenclature/Description	TROUSERS,DESERT,MARPAT TM
NSN	8415014842523
Unit of Issue	PR - PAIR

SDR Reply POC

Name	DAWN L KOHLBACHER
Commercial Phone	937 6563783
DSN Phone	9863783318
Email	DAWN.KOHLBACHER@DLA.MIL

Submit

WebSDR provides a final review prior to processing. Here you can review or edit your response before transmitting it to the SDR initiating activity.

The response action is still not completed until you click on “SUBMIT.”

Action Activity Response - Email

- DoD WebSDR will forward an email reply to the submitter.
- The email reply is triggered by a WebSDR prepared reply (as just illustrated) or a transactional reply forwarded to WebSDR from a Component SDR processing system.
- A distribution copy is provided to the reply originator when prepared on the web.
- Additional distribution copies are forwarded to parties identified on the original SDR.

Message from DoD WebSDR - ACTION COPY FB642380890139 (20081340708) - Message (Plain Text)

File Edit View Insert Format Tools Actions Help Adobe PDF

Reply | Reply to All | Forward

From: DODSDR@DLA.MIL Sent: Tue 5/13/2008 11:07 AM

To:

Cc:

Subject: Message from DoD WebSDR - ACTION COPY FB642380890139 (20081340708)

```
**************************** UNCLASSIFIED - FOUO ****************************

- THIS IS A SUPPLY DISCREPANCY REPORT (SDR) -

*** DO NOT SEND RETURN EMAIL TO THE DODSDR MAILBOX ***

ALL COMMUNICATIONS REGARDING SDRS SHOULD BE DIRECTED TO THE PARTIES IDENTIFIED BELOW.
THIS MESSAGE IS PROVIDED BY THE DOD WEBSDR AS PART OF THE SDR TRANSFORMATION INITIATIVE.
TRAINING ON THE DOD WEBSDR IS AVAILABLE AT HTTP://WWW.DLA.MIL/J-6/DLMSO/PROGRAMS/COMMITTEES/SDR/BIC.ASP
SYSTEM ACCESS REQUESTS MUST BE SUBMITTED ON-LINE TO DAASC AT HTTPS://WWW.DAAS.DLA.MIL/DAASHOME/
CONTACT DOD WEBSDR AT: WEBSDRHELP@DLA.MIL

--------------------------------------------------------------------------------
        DOD WEB SDR NUMBER: 20081340708
                  SDR TYPE: SHIPPING
            SUBMISSION TYPE: NEW (ORIGINAL)
         SDR DOCUMENT TYPE: 7 - CUSTOMER ORIGINATED, DEPOT SHIPMENT

           DOCUMENT NUMBER: FB642380890139

--------------------------------------------------------------------------------

----- SDR DATE INFORMATION ---------------------------------------------------
       DATE OF PREPARATION: MAY 13 2008

----- DISCREPANCY CODE(S) ----------------------------------------------------
       DISCREPANCY CODE #1: S7 - SHORTAGE OR NONRECEIPT OF AN ITEM IN A MULTIPACK OR SEALED SHIPPING CONTAINER.
       DISCREPANCY CODE #2: P2 - IMPROPER PACKING.

----- ACTION ACTIVITY INFORMATION --------------------------------------------
                       RIC: GSA
                            GSA FEDERAL SUPPLY AND SERVICES
                            DO NOT USE FOR MILSTRIP MAIL OR TWX
                            WASHINGTON DC  20406
                            DC  US
        DISTRIBUTION EMAIL: RODSM.NCSC@GSA.GOV

----- INITIATOR: ACTIVITY INFORMATION ----------------------------------------
                    DODAAC: FB6423
                            FB6423134 ARW LGRS
                            BLDG 240 CP865 985 3350TMO 3355
                            240 BRISCOE DR
                            LOUISVILLE
                            TN
                            37777-6286

----- CUSTOMER: ACTIVITY INFORMATION -----------------------------------------
                    DODAAC: FB6423
                            FB6423  134 ARW LGRS
                            BLDG 240 CP  865 985 3350  TMO 3355
                            240 BRISCOE DR
                            LOUISVILLE            TN 37777-6286
                            TN  US

----- TRANSPORTATION INFORMATION ---------------------------------------------
                       TCN: FB642380890138XXX

----- SHIPPING,BILLING, AND RECEIPT INFORMATION ------------------------------
                       NSN: 5133000650981
              NOMENCLATURE: DRILL,TWIST
             UNIT OF ISSUE: DZ - DOZEN
          QUANTITY SHIPPED: 5
            CONDITION CODE: A - SERVICEABLE
        QUANTITY RECEIVED: 0

----- DISCREPANCY INFORMATION ------------------------------------------------
                 QUANTITY: 5
               UNIT PRICE: $15.49
      CORRECTIVE PACK COST: $3.50
  TOTAL COST (DISCR. MAT.): $77.45

----- ACTION INFORMATION -----------------------------------------------------
               ACTION CODE: 2J - FINANCIAL ADJUSTMENT REQUESTED.

----- REMARKS/COMMENTS -------------------------------------------------------
FB642380890139 WAS PACKAGED WITH FB642380890138. FB642380890138 HAD A HOLE IN THE PACKAGE AND ALL ITEMS INSIDE HAD
FALLEN OUT. ENVELOPE WAS NOT SUFFICENT TO PROTECT ITEMS INSIDE, PLEASE ADJUST BILLING WITH CREDIT, WE HAVE BEEN
CHARGED UNDER BILL VOUCHER G7370. DO NOT RESHIP WE HAVE ALREADY REORDERED.

----- POINT OF CONTACT INFORMATION -------------------------------------------
                       NAME: SHERRY D LONG
              EMAIL ADDRESS: SHERRY.LONG@TNKNOX.ANG.AF.MIL
               PHONE NUMBER: 865-985-3350
                 DSN NUMBER: 266-3350
                 FAX NUMBER: 865-985-3366
                    FAX DSN: 266-3366


 SIGNATURE: ____________________________________________________________

**************************** UNCLASSIFIED - FOUO ****************************
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Follow-on Actions

Follow-on Actions

- DoD WebSDR is designed to assist customers in completing routine follow-on actions related to SDR submission.
- These include:
  - **Follow-up on Delinquent SDRs**. Requests an update from the action activity when reply not received. Processes as original report if original report was never received.
  - **Update/Correction**. Allows the customer to correct erroneous information on a prior submission.
  - **Cancellation**. Cancels a prior submission determined to be unnecessary or erroneous.
  - **Request for Reconsideration**. Allows the customer to provide additional supporting information when the action activity reply is not considered appropriate or just.

How to Follow-up on a Delinquent SDR Reply

Follow-up on a Delinquent SDR Reply

- When the action activity has not responded to an SDR within the expected timeframe, use the follow-up to request status.
- Action points will generally provide interim and final replies in a timely manner well within the authorized timeframe. However, by official guidance, the action activity is permitted:
  - 30 days from date of SDR receipt for controlled inventory discrepancies
  - 30 days from date of SDR receipt for total nonreceipt discrepancies
  - Otherwise, 55 days from date of SDR receipt.
- Do not initiate a follow-up until the action point's response timeframe has elapsed.

Follow-up on a Delinquent SDR Reply

- Do not follow up a second time!
- If you do not receive a reply to your follow-up within 30 days, contact the action activity directly.
  - For Distribution Depot shipments, contact the Defense Distribution Center at DDC.ISDR@dla.mil.
  - For DLA sponsored shipments, contact the DLA Customer Interaction Center (CIC) at dlacontactcenter@dla.mil or 1-877-352-2255 (1-877-DLA-CALL) or DSN 661-7766.

SDR Follow-Up

WebSDR What is DoD WebSDR? - Microsoft Internet Explorer

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What is DoD WebSDR?

This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). The Defense Automatic Addressing Service Center (DAASC) is responsible for the development and support of this project.

The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, ar maximize the economy, efficiency, effectiveness of the reporting process.

WebSDR Training Slides

During the form submittal process, any input item with the required icon R is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3800/3801 or 986-3800/3801
You may also email: websdrhelp@dla.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

Once you have successfully logged on to WebSDR, select “Follow-Up” under “SUBMIT an SDR.”

SDR Follow-Up

WebSDR Follow-Up SDR - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_query.asp?t2=fo

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Follow-Up SDR

DoD WebSDR Control Number: 20050693062

Submit

WebSDR will locate the previous SDR submission using the SDR control number. Information from the previous submission will be used to auto-fill the follow-up action.

SDR Follow-Up

WebSDR SDR FollowUp - Previously entered FollowUp SDR's for 20060930047 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_pre_result.asp

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SDR FollowUp - Previously entered FollowUp SDR's for 20060930047

View the SDR information by clicking the DoD WebSDR Control Number for each entry

DoD WebSDR Control Number	Document Number	Date of Preparation	Customer Control Number
20060930047	Z1140360810337-A	NOV 30 2006	

Completed SDR: The SDR was completed and submitted.
Incomplete SDR: The SDR was not completed. Data is still required to submit.

If you would still like to submit a FollowUp SDR, follw the link below to continue the process

Continue

First, WebSDR checks to see if someone has already submitted or started working on a follow-up, as shown here. To view the entire SDR click on the hyperlink.

SDR Follow-Up

WebSDR FollowUp SDR submission for DoD WebSDR Control Number 20060930047 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_result.asp?t2=fo&sdr_report_n

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FollowUp SDR submission for DoD WebSDR Control Number 20060930047

Multiple Entries Found

Select the record to use for the FollowUp SDR

View the SDR information by clicking the DoD WebSDR Control Number for each entry

DoD WebSDR Control Number	Document Number	Date of Preparation	Continue Submission
20060930047	Z1140360810337-A	APR 03 2006	PROCESS
20060930047	Z1140360810337-A	NOV 30 2006	PROCESS

UNDER CONSTRUCTION

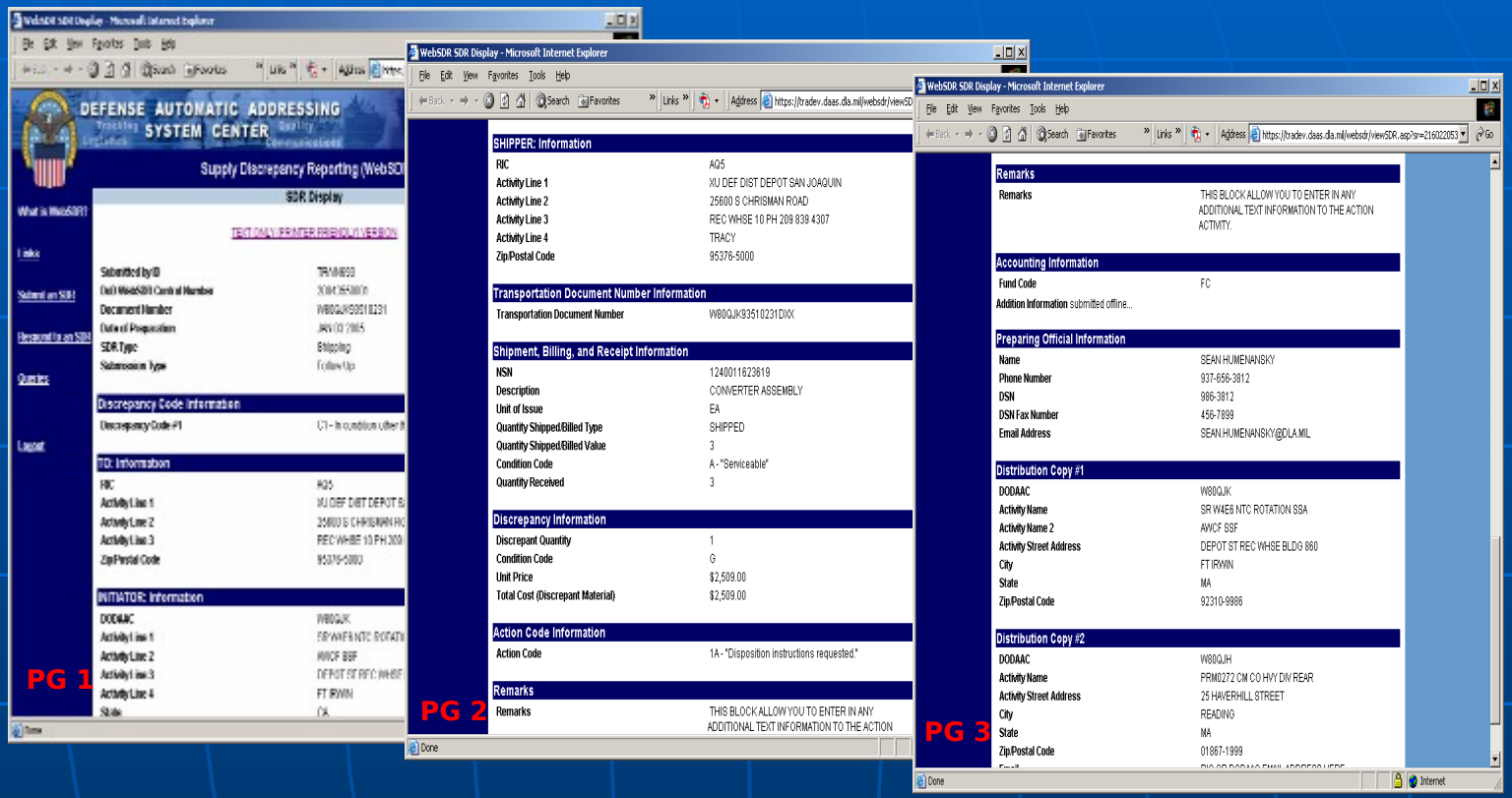
Click to view original SDR submission data

A future release will enhance the selection line to include additional identifying information.

Click here to create your follow-up action

WebSDR will retrieve all matching SDR submissions and display for selection of the appropriate record. If you are not sure which one, just click the hyperlink to view the entire SDR record.

SDR Follow-Up



When you ask to see the record, WebSDR returns the SDR historical record for your review. If the record shows that the SDR status is complete, there is no need to submit a follow-up.

SDR Follow-up

WebSDR FollowUp SDR submission for DoD WebSDR Control Number 20060930047 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_result.asp?t2=fo&sid=200609

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FollowUp SDR submission for DoD WebSDR Control Number 20060930047

DoD WebSDR Control Number:	20060930047
Submission Type:	New
Document Number:	Z114036081 0337-A
Date of Preparation:	APR 03 2006
Discrepancy Code(s):	S2 - Quantity received is less than quantity requested minus variance, if applicable

Verify that this is the report...
View All Data

Supporting Documentation: ?
Upload File

FollowUp Comments: ?

THIS IS THE FOLLOW UP TEXT MESSAGE BOX TO ENTER TEXT TO YOUR FOLLOW UP REQUEST

Preparing Official Informat

Name: R	DAWN L KOHLBACHER
Title/Office Symbol:	
Country Code:	
Commercial Phone Number: R	(937) 656-3783
Commercial FAX Number:	
DSN Phone Number: R	986-3783-318
DSN FAX Number:	
E-mail: R	DAWN.KOHLBACHER@DLA.MIL

Submit

Microsoft Internet Explorer

Comments explaining the FollowUp are required.

OK

If follow up action is still appropriate, you may proceed with creation of the follow-up. You must enter comments explaining why you are submitting a follow-up. Notice your POC information is pre-filled based on your SAR. All the other SDR information from the prior submission will be carried forward to the follow-up. You must click “SUBMIT” to transmit the follow-up.

SDR Follow-Up

WebSDR SDR FollowUp - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://test.daas.dl

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SDR FollowUp

SDR Number:	20081120135
SDR Submission Type:	FollowUp
Date of Preparation:	MAY202008
Document Number:	W25G1U81120077

DoD WebSDR will confirm the follow-up action has processed.

SDR Follow-Up

TEXT-ONLY VERSION - Microsoft Internet Explorer

File Edit View Favorites Tools Help

```
--------------------------------------------------------------------------------
         DoD WebSDR Control Number: 20043550001
           SDR TYPE: Shipping
    SUBMISSION TYPE: Follow Up

    SUBMITTED BY ID: TRAIN693
    DOCUMENT NUMBER: W80QJK93510231
--------------------------------------------------------------------------------


----- SDR TIME/DATE INFORMATION ------------------------------------------------
DATE OF PREPARATION: JAN 07 2005

----- DISCREPANCY CODE(S) ------------------------------------------------------
DISCREPANCY CODE 1: C1 - In condition other than shown on supply document.

----- TO: ACTIVITY INFORMATION -------------------------------------------------
RIC: AQ5
XU DEF DIST DEPOT SAN JOAQUIN
25600 S CHRISMAN ROAD
REC WHSE 10 PH 209 839 4307
95376-5000

----- INITIATOR: ACTIVITY INFORMATION ------------------------------------------
DODAAC: W80QJK
SR W4E6 NTC ROTATION SSA
AWCF SSF
DEPOT ST REC  WHSE BLDG 860
FT IRWIN
CA  92310-9986

----- SHIPPER: ACTIVITY INFORMATION --------------------------------------------
RIC: AQ5
XU DEF DIST DEPOT SAN JOAQUIN
25600 S CHRISMAN ROAD
REC WHSE 10 PH 209 839 4307
TRACY
95376-5000
```

Done Internet

DoD WebSDR will provide to the POC email address on the SDR, an email confirmation copy of the follow-up for your records.

How To Make Corrections To A Previously Submitted SDR

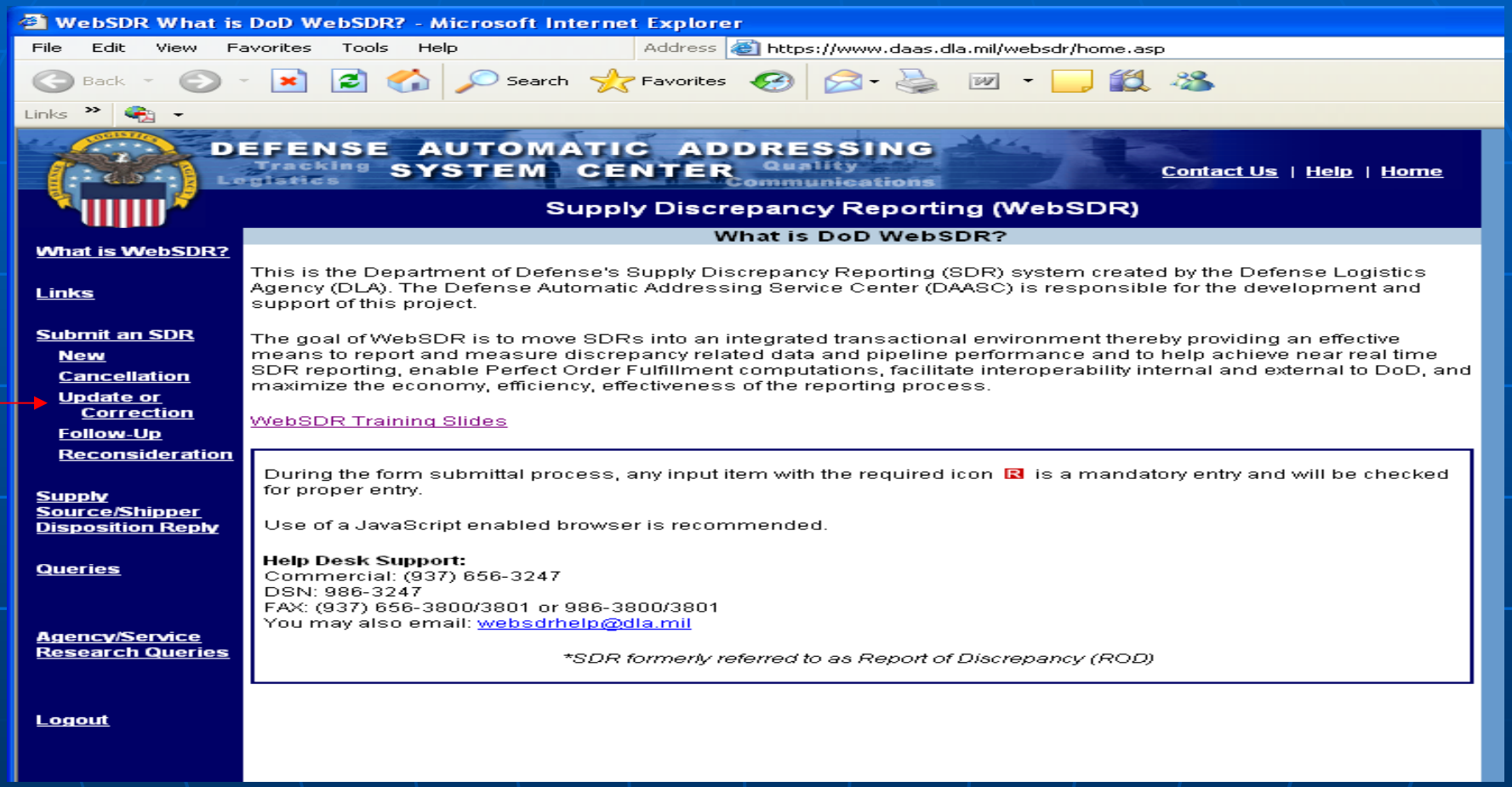
SDR Correction

- When an SDR is later determined to include erroneous information which might impact the proper resolution, the submitting activity should prepare an SDR correction.

- All data content in the SDR may be corrected with the exception of the controlling report numbers and the document number associated with the report.
  - If the report or document number is incorrect, you must cancel and resubmit.

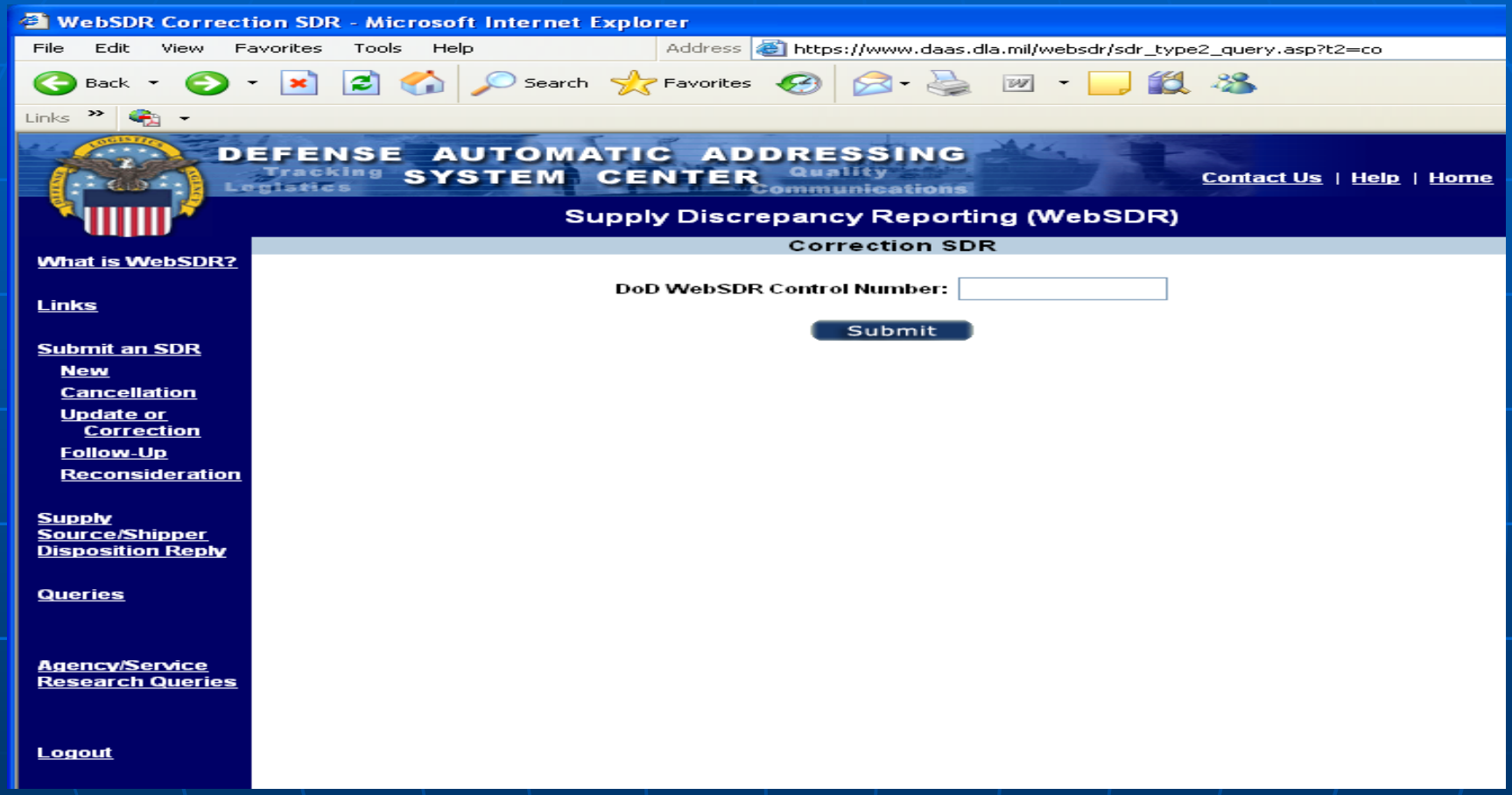
- Significant corrections, such as would impact financial actions by the Source of Supply, may be reported at any time, even if corrective action is in progress.

SDR Correction



Once you have successfully logged on to DoD WebSDR, select “Update or Correction.” under “Submit an SDR” to initiate the correction action for a previously submitted WEBSDR transaction.

SDR Correction



DoD WebSDR will locate the previous SDR submission using the SDR control number. Information from the previous submission will be used to auto-fill the correction transaction for you.

SDR Correction

WebSDR Correction SDR submission for DoD WebSDR Control Number 20080430837 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_result.asp?t2=co&sdr_report_no=2

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Correction SDR submission for DoD WebSDR Control Number 20080430837

Multiple Entries Found

Select the record to use for the Correction SDR

View the SDR information by clicking the DoD WebSDR Control Number for each entry

DoD WebSDR Control Number	Document Number	Date of Preparation	Continue Submission
20080430837	M99A1472210011	FEB 12 2008	PROCESS
20080430837	M99A1472210011	APR 03 2008	PROCESS

Click "DoD WebSDR Control Number" to view original SDR submission data

Click "PROCESS" to create Correction action

DoD WebSDR will retrieve all matching SDR submissions and display for selection of the appropriate record. If you are not sure which one, just click the hyperlink to view the entire SDR record.

SDR Correction

WebSDR Correction SDR submission for DoD WebSDR Control Number 20080430837 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_result.asp?t2=co&sid=2008043-018

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Correction SDR submission for DoD WebSDR Control Number 20080430837

DoD WebSDR Control Number:	20080430837
Submission Type:	New
Document Number:	M99A1472210011
Date of Preparation:	FEB 12 2008
Discrepancy Code(s):	W1 - Incorrect item received.

Verify that this is the report...
View All Data

Supporting Documentation: ?

Upload File

Correction Comments: ?

Preparing Official Information ?

Name: R	USER NAME FROM SAR
Title/Office Symbol:	
Country Code:	
Commercial Phone Number: R	(937) 656-1111
Commercial FAX Number:	
DSN Phone Number: R	986-2222
DSN FAX Number:	
E-mail: R	USER.NAME@DLA.MIL

Submit

Previously submitted WEBSDR transaction view.

SDR Correction

WebSDR Correction SDR submission for DoD WebSDR Control Number 20080430837 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_result.asp?t2=co&sid=200804

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Correction SDR submission for DoD WebSDR Control Number 20080430837

DoD WebSDR Control Number:	20080430837
Submission Type:	New
Document Number:	M99A1472210011
Date of Preparation:	FEB 12 2008
Discrepancy Code(s):	W1 - Incorrect item received.

Verify that this is the report...
View All Data

Supporting Documentation:

Upload File

Correction Comments:

COMMENTS ARE MANDATORY: Use this field/block to provide any comments relating to the discrepancy.

Preparing Official Information

Name:	USER NAME FROM SAR
Title/Office Symbol:	
Country Code:	
Commercial Phone Number:	(937) 656-1111
Commercial FAX Number:	
DSN Phone Number:	986-2222
DSN FAX Number:	
E-mail:	USER.NAME@DLA.MIL

Submit

Microsoft Internet Explorer

Comments explaining the Correction are required.

OK

UNDER CONSTRUCTION

A future release will enhance the change process so individual data elements may be updated. For now, indicate your revision in the narrative comments field.

You must enter comments explaining why you are submitting a correction. Notice your POC information is pre-filled based on your SAR. All the other SDR information from the prior submission will be carried forward to the correction SDR.

You must click “SUBMIT” to transmit the correction.

SDR Correction

WebSDR SDR Correction - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://test.daas.dl

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SDR Correction

SDR Number:	20081120133
SDR Submission Type:	Correction
Date of Preparation:	MAY202008
Document Number:	W25G1U81120075

DoD WebSDR will confirm the Correction action has processed. An email confirmation will be provided to the submitter.

How To Request Reconsideration of an Unfavorable Action Activity Response

Request for Reconsideration

- When a U.S. Government reporting activity does not concur with the reply/disposition received in response to an SDR, it may request reevaluation based upon new information or greater clarification of the circumstances of the discrepancy.
- The Source of Supply will review all data relating to the problem and provide a response to the reporting activity within 45 days. This decision will be final.
- Bear in mind that this is an exception process and should not be used when not warranted!

Security Assistance Request for Reconsideration

- A Foreign Military Sales (FMS) customer will work with their International Logistics Control Office (ILCO) to obtain reconsideration.
  - The customer must submit a request for reconsideration to the ILCO within 90 days from the date the ILCO forwarded the SDR response.
  - The ILCO is permitted 30 days for review and processing.
  - The Source of Supply will review all data relating to the problem and provide a response to the ILCO within 60 days.

- When an initial Request for Reconsideration has not produced the desired result, the FMS customer may officially contest the reconsideration decision.
  - The customer must contest the decision within 90 days.
  - The ILCO is permitted 15 days for review and processing.
  - The Source of Supply or designated focal point will review all data and provide a response to the ILCO within 60 days.

Request for Reconsideration

WebSDR What is DoD WebSDR? - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/home.asp

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What is DoD WebSDR?

This is the Department of Defense's Supply Discrepancy Reporting (SDR) system created by the Defense Logistics Agency (DLA). The Defense Automatic Addressing Service Center (DAASC) is responsible for the development and support of this project.

The goal of WebSDR is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance and to help achieve near real time SDR reporting, enable Perfect Order Fulfillment computations, facilitate interoperability internal and external to DoD, and maximize the economy, efficiency, effectiveness of the reporting process.

WebSDR Training Slides

During the form submittal process, any input item with the required icon R is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3800/3801 or 986-3800/3801
You may also email: websdrhelp@dla.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

Once you have successfully logged on to DoD WebSDR, you may select "Reconsideration" under "SUBMIT AN SDR" to get started.

Request for Reconsideration

WebSDR Reconsideration SDR - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_query.asp?t2=re

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Reconsideration SDR

DoD WebSDR Control Number:

Submit

UNDER CONSTRUCTION

A future release will enhance the search criteria to include document number.

Enter the DoD assigned SDR number you wish to Request Reconsideration. DoD WebSDR will locate the previous SDR submission. Information from the previous submission will be used to auto-fill the reconsideration request.

Request for Reconsideration

WebSDR Reconsideration SDR submission for DoD WebSDR Control Number 20080430837 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_result.asp?t2=re&sdr_report_no=20

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Reconsideration SDR submission for DoD WebSDR Control Number 20080430837

Multiple Entries Found

Select the record to use for the Reconsideration SDR

View the SDR information by clicking the DoD WebSDR Control Number for each entry

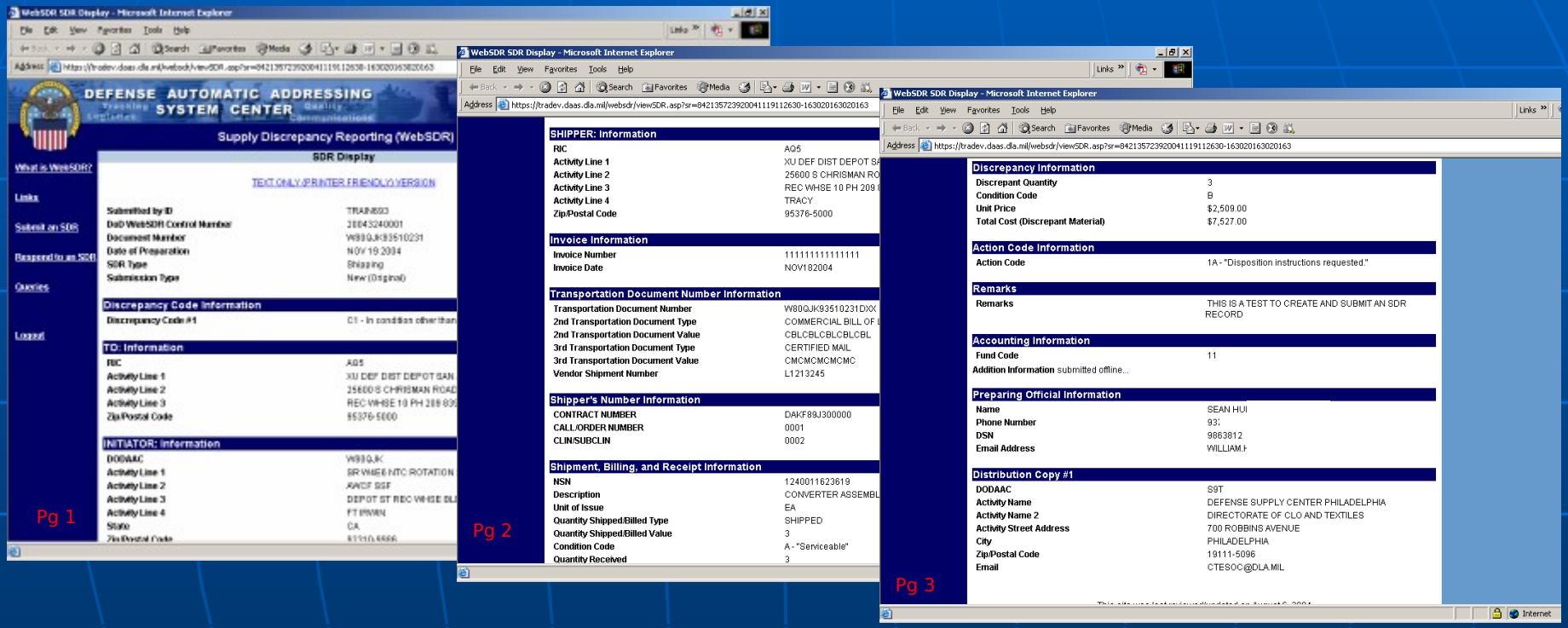
DoD WebSDR Control Number	Document Number	Date of Preparation	Continue Submission
20080430837	M99A1472210011	FEB 12 2008	PROCESS
20080430837	M99A1472210011	APR 03 2008	PROCESS

Click "DoD WebSDR Control Number" to view SDR history from the original SDR submission.

Click "PROCESS" to proceed with creation of Reconsideration Request.

DoD WebSDR will retrieve all matching SDR submissions and display for selection of the appropriate record. If you are not sure which one, just click the hyperlink to view the entire SDR record.

Request for Reconsideration



When you request to view the record, DoD WebSDR returns the SDR historical record for your review.

Request for Reconsideration

WebSDR Reconsideration SDR submission for DoD WebSDR Control Number 20080430837 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_result.asp?t2=re&sid=200804

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Reconsideration SDR submission for DoD WebSDR Control Number 20080430837

DoD WebSDR Control Number:	20080430837
Submission Type:	New
Document Number:	M99A1472210011
Date of Preparation:	FEB 12 2008
Discrepancy Code(s):	VV1 - Incorrect item received.

Verify that this is the report...
View All Data

Supporting Documentation:
Upload File

Reconsideration Comments:
This Field/Block is Mandatory: User should provide comments relating to the discrepancy.

MANDATORY FIELD

Preparing Official Information

Name:	USER NAME FROM SAR
Title/Office Symbol:	
Country Code:	
Commercial Phone Number:	(937) 656-1111
Commercial FAX Number:	
DSN Phone Number:	986-2222
DSN FAX Number:	
E-mail:	USER.NAME@dla.mil

Submit

You may proceed with creation of your request and must enter comments with justification for your request. Your POC information is pre-filled based on your SAR. All other SDR information from prior submissions will be carried forward to the request for reconsideration. Be sure to upload any supporting documentation or pictures not previously provided. You must click "SUBMIT" to transmit the reconsideration request.

Request for Reconsideration

WebSDR SDR Display - Microsoft Internet Explorer

DEFENSE AUTOMATIC ADDRESSING SYSTEM CENTER

Supply Discrepancy Reporting (WebSDR)

SDR Display

DOCUMENT NUMBER	W80QJK93510231
SDR TYPE	SHIPPING
SUBMISSION TYPE	RESPONSE
DOD CONTROL NUMBER	20040550081

SDR TIME/DATE INFORMATION

PREPARATION DATE	DEC 28 2004

DISCREPANCY CODE(S)

DISCREPANCY CODE 1	C1 - IN CONDITION OTHER THAN SHOWN O DOCUMENT.

TO: ACTIVITY INFORMATION

RIC: AQ5

INITIATOR: ACTIVITY INFORMATION

DODAAC: W80QJK
SR W4E6 NTC ROTATION BSA
AWCF SSF
DEPOT ST REC WHSE BLD 960
FT IRWIN
CA 92310-9986

WebSDR SDR Display - Microsoft Internet Explorer

SHIPPER: ACTIVITY INFORMATION

RIC: AQ5

TRANSPORTATION DOCUMENT INFORMATION

TCN	W80QJK93510231DXX

SHIPPING, BILLING, AND RECEIPT INFORMATION

NSN	1240011623619
DESCRIPTION	CONVERTER ASSEMBLY
UNIT OF ISSUE	EA
QUANTITY SHIPPED	3
QUANTITY RECEIVED	3
CONDITION CODE	A

DISCREPANCY INFORMATION

DISCREPANT QUANTITY	1
CONDITION CODE	G
UNIT PRICE	$2,509.00
TOTAL COST (DISCREPANT MATERIAL)	$2,509.00

ACTION CODE INFORMATION

ACTION CODE	1A *DISPOSITION INSTRUCTIONS

----- FOLLOW-UP COMMENTS -----

WHAT IS THE STATUS ON THIS SDR

----- SDR REPLY COMMENTS -----

THIS ACTION IS CONSIDERED CLOSED.

FUNDING INFORMATION

FUND CODE	FC

WebSDR SDR Display - Microsoft Internet Explorer

FUNDING INFORMATION

FUND CODE	FC

POC INFORMATION

NAME	USER NAME FROM SAR
TITLE/OFFICE	DLADSS
PHONE	(703) 767-9999
DSN	986-3812
DSN FAX	456-7899
EMAIL	USER.NAME@DLA.MIL

FOLLOW-UP POC INFORMATION

NAME	SEA
PHONE	(937
DSN	986-
DSN FAX	456-
EMAIL	SEA

ACTION POC INFORMATION

NAME	SEAN H
TITLE/OFFICE	DAASC
PHONE	(937) 6
FAX	(937) 6
DSN FAX	656-38
EMAIL	SEAN.H

==== REPLY INFORMATION ====

DISPOSITION STATUS CODE #1	101 - CREDIT AUTHORIZED

This site was last reviewed/updated on Jan 11, 2005

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DoD WebSDR will confirm the reconsideration request has processe
An email confirmation copy will be returned to the submitter.

How To Cancel A Previously Submitted SDR

SDR Cancellation

- When a submitting activity later determines a SDR to be invalid, it must be cancelled. This occurs when the reported discrepancy information is no longer considered to be accurate or the SDR cannot be corrected. Example:
  - Missing shipment quantity is located
  - Wrong document number was identified

- The action activity may be notified of SDR cancellation at any time, even if corrective action is already in progress.

SDR Cancellation

WebSDR What is DoD WebSDR? - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/home.asp

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WebSDR Training Slides

During the form submittal process, any input item with the required icon R is a mandatory entry and will be checked for proper entry.

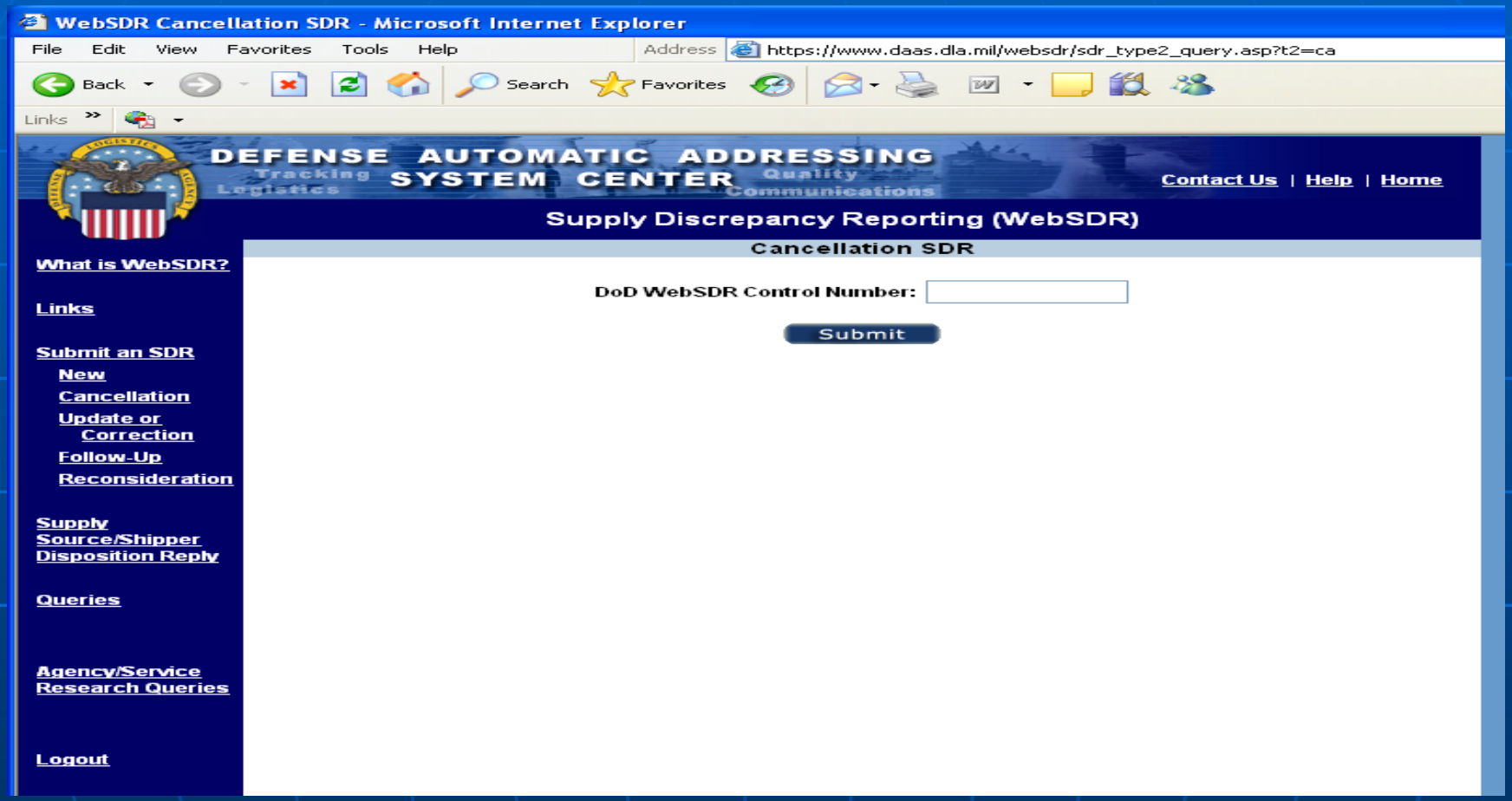
Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3800/3801 or 986-3800/3801
You may also email: websdrhelp@dla.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

Once you have successfully logged on to DoD WebSDR, you may select “Cancellation” under “SUBMIT AN SDR” to get started and initiate the cancellation request..

SDR Cancellation



DoD WebSDR will locate the previous SDR submission using the SDR control number. Information from the previous submission will be used to auto-fill the cancellation.

SDR Cancellation

WebSDR Cancellation SDR submission for DoD WebSDR Control Number 20080430837 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Address https://www.daas.dla.mil/websdr/sdr_type2_result.asp?t2=ca&sdr_report_no=2

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Cancellation SDR submission for DoD WebSDR Control Number 20080430837

Multiple Entries Found

Select the record to use for the Cancellation SDR

View the SDR information by clicking the DoD WebSDR Control Number for each entry

DoD WebSDR Control Number	Document Number	Date of Preparation	Continue Submission
20080430837	M99A1472210011	FEB 12 2008	PROCESS
20080430837	M99A1472210011	APR 03 2008	PROCESS

Click "DoD WebSDR Control Number" to view original SDR submission data

Click "PROCESS" to create your cancellation action

UNDER CONSTRUCTION

A future release will enhance the selection line to include additional identifying information.

DoD WebSDR will retrieve all matching SDR submissions and display for selection of the appropriate record. If you are not sure which one, just click the hyperlink to view the entire SDR record.

SDR Cancellation

WebSDR Cancellation SDR submission for DoD WebSDR Control Number 20080430837 - Microsoft Internet Explorer

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Cancellation SDR submission for DoD WebSDR Control Number 20080430837

DoD WebSDR Control Number:	20080430837
Submission Type:	New
Document Number:	M99A1472210011
Date of Preparation:	FEB 12 2008
Discrepancy Code(s):	W1 - Incorrect item received.

Verify that this is the report...
View All Data

Supporting Documentation:

Upload File

Cancellation Comments:

NOTES: This is a cancellation request. SDR is no longer needed or required. Condition is acceptable.

COMMENTS are Mandatory

Preparing Official Information

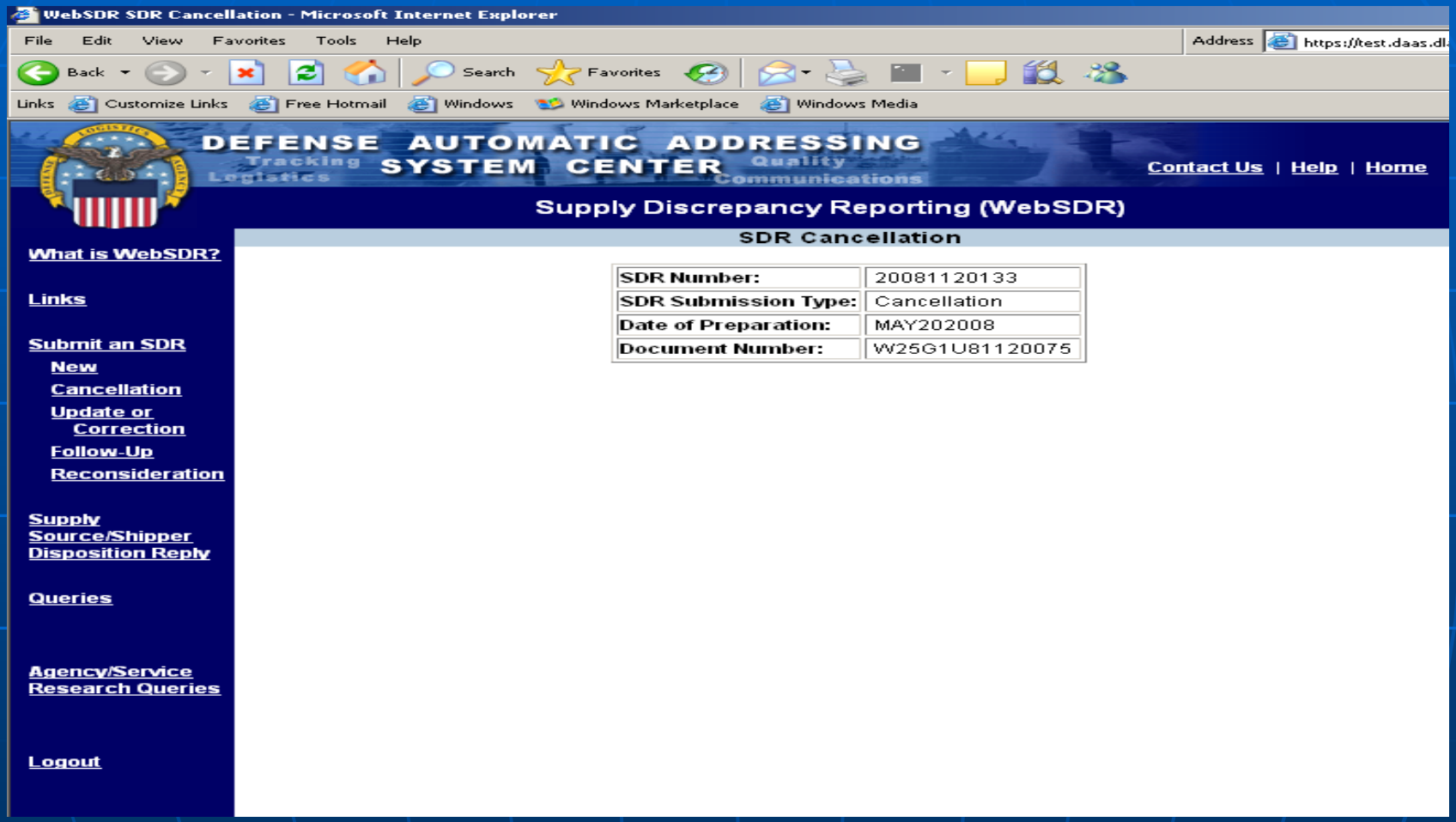
Name: R	USER NAME FROM SAR
Title/Office Symbol:	
Country Code:	
Commercial Phone Number: R	(937) 656-1111
Commercial FAX Number:	
DSN Phone Number: R	986-2222
DSN FAX Number:	
E-mail: R	USER.NAME@DLA.MIL

Submit

No requirement for supporting documentation; brief explanation is sufficient

You must enter comments explaining why you are submitting a cancellation. Your POC information is pre-filled based on your SAR. Additional SDR information from the prior submission will be carried forward to the cancellation. You must click “SUBMIT” to transmit the cancellation.

SDR Cancellation



DoD WebSDR will confirm the SDR cancellation request has processed.

Email Notification of Cancellation

TEXT-ONLY VERSION - Microsoft Internet Explorer

```
--------------------------------------------------------------------------------
         DoD WebSDR Control Number: 20043550001
           SDR TYPE: Shipping
    SUBMISSION TYPE: Cancellation

    SUBMITTED BY ID: SDRT026
    DOCUMENT NUMBER: W80QJK93510231
--------------------------------------------------------------------------------


----- SDR TIME/DATE INFORMATION ------------------------------------------------
DATE OF PREPARATION: JAN 14 2005

----- DISCREPANCY CODE(S) ------------------------------------------------------
DISCREPANCY CODE 1: C1 - In condition other than shown on supply document.

----- TO: ACTIVITY INFORMATION -------------------------------------------------
RIC: AQ5
XU DEF DIST DEPOT SAN JOAQUIN
25600 S CHRISMAN ROAD
REC WHSE 10 PH 209 839 4307
95376-5000

----- INITIATOR: ACTIVITY INFORMATION ------------------------------------------
DODAAC: W80QJK
SR W4E6 NTC ROTATION SSA
AWCF SSF
DEPOT ST REC  WHSE BLDG 860
FT IRWIN
CA  92310-9986

----- SHIPPER: ACTIVITY INFORMATION --------------------------------------------
RIC: AQ5
XU DEF DIST DEPOT SAN JOAQUIN
25600 S CHRISMAN ROAD
REC WHSE 10 PH 209 839 4307
TRACY
95376-5000
```

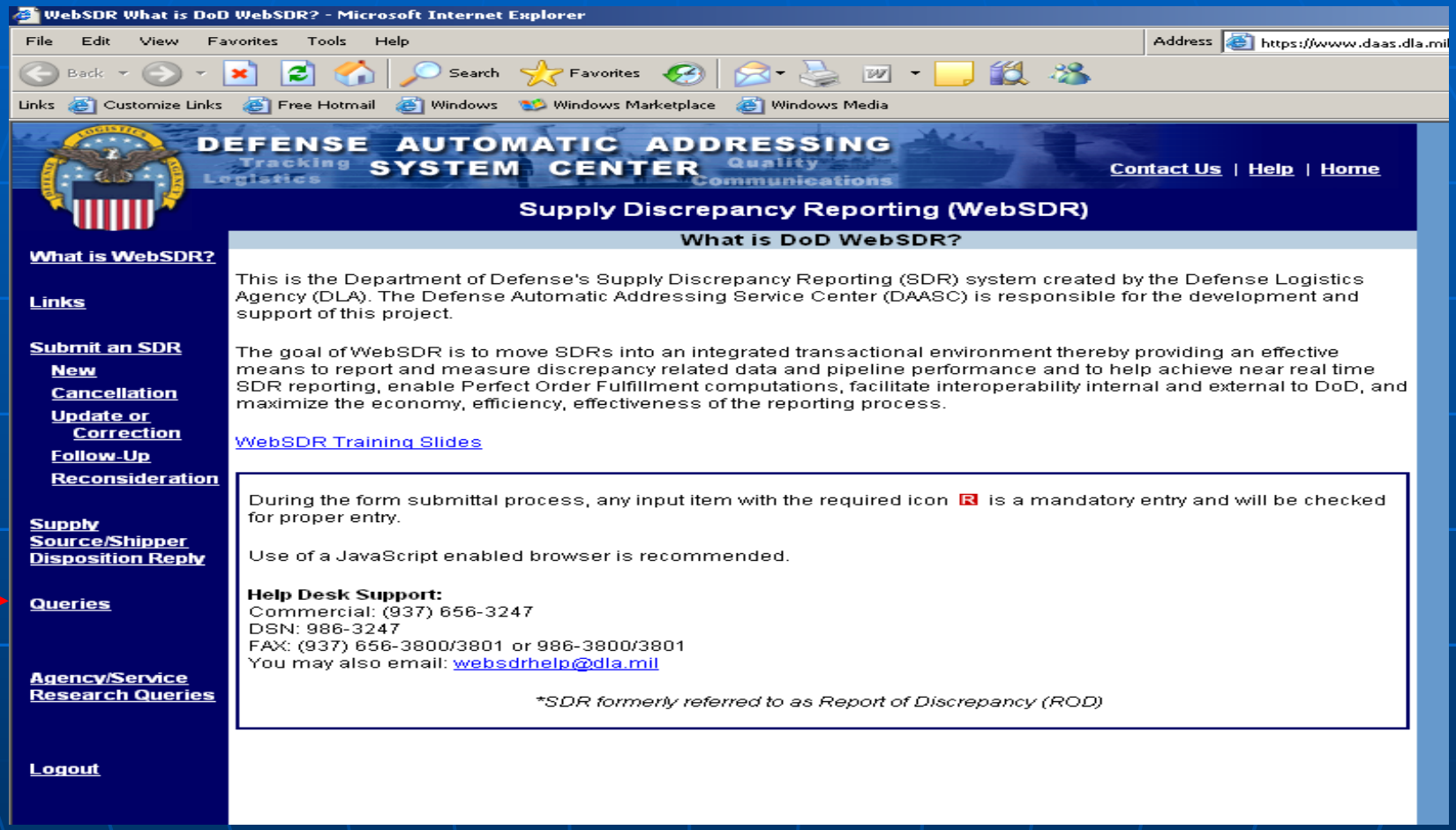
WebSDR will automatically provide you with an email notification of your cancellation request.

How To Perform Queries Against SDR History Records

SDR Queries

- Query capability is available on DoD WebSDR
  - All currently available queries retrieve individual SDR records from the DAAS history which match on the search criteria entered by the user.
  - These queries allow the user to review actions related to a specific SDR.
  - Agency/Service Research Queries are available to view formatted transactions generated by DoD WebSDR for Component system interface point of contacts.
- DoD WebSDR is in the process of developing report capabilities. As additional requirements are identified they will be developed in future releases as determined by the SDR Sub-Committee (PRC). These reports will assist those individuals and activities that are engaged in the research and resolution of specific Supply Discrepancy Reports SDRs and provide analysis tools to manage SDR workload and determine broader policy, procedures, or training changes that will improve customer satisfaction by reducing future discrepancies.

SDR Queries



Once you have successfully logged on to WebSDR, you may select "QUERIES" to get started.

SDR Queries

WebSDR Queries - Microsoft Internet Explorer

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Queries

Composite View	Composite View of the entire SDR
By DoD Control Number (transactions):	Query by the DoD Control Number (returns all transactions)
By Document Number	Query by Document Number
By Document Number Activity	Query by Activity - 1st 6 Positions of the Document Number
By Other Control Number	Query by Service/Agency or Customer control number
By NSN	Query by National Stock Number
By TCN	Query by Transportation Control Number
By Action Activity	Query by Action Activity
By Initiating Activity	Query by Initiating Activity

UNDER CONSTRUCTION

Future releases will enhance the query search criteria and include additional SDR Reporting Capability

The first option “Composite View” is a new report feature in DoD WebSDR and is accessible, but still in development. The other options are queries available by DoD WebSDR control number, Document Number, Document Number Activity, Other Control Numbers, NSN or Transportation Control Number (TCN), Action Activity, and Initiating Activity. Each of these will retrieve all individual SDR records associated with the number provided by the user.

Incomplete SDR Queries

WebSDR What is DoD WebSDR? - Microsoft Internet Explorer

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WebSDR Training Slides

During the form submittal process, any input item with the required icon R is a mandatory entry and will be checked for proper entry.

Use of a JavaScript enabled browser is recommended.

Help Desk Support:
Commercial: (937) 656-3247
DSN: 986-3247
FAX: (937) 656-3800/3801 or 986-3800/3801
You may also email: websdrhelp@dla.mil

**SDR formerly referred to as Report of Discrepancy (ROD)*

The Agency/Service Research Queries are limited to Service/Agency Interface POCs.

Who Submitted and Transmission History Query

WebSDR Agency/Service Research Queries - Microsoft Internet Explorer

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  - Reconsideration
- Supply Source/Shipper Disposition Reply
- Queries
- Agency/Service Research Queries
- Logout

Who submitted this SDR?	Searches the temporary database for the user ID and POC information for that SDR. This information is only around for 2 weeks.
SDR Processing History	Displays the processing that was done on a DoD Control Number. This log stays around for 1 year.

"Who submitted this SDR?" query will show the initiator POC information. The transmission history query will display processing details for transactions associated with a specific document number.

SDR Reports

- SDR Reporting requirements have been organized by HQ DLA and have been reviewed by all component POCs. Development is underway based on information outlined in the SDR Reporting Functional Requirements Document. Future reports will be designed to:
  - Show Summary Views and Composite Views
  - Enable monitoring of trends
  - Establish volume and dollar value of SDRs
  - Measure compliance with SDR timeframes

Future Enhancements

- The development team is investigating how to incorporate financial system interfaces to associate credit/debit actions with SDRS and facilitate financial follow-ups.
- The DoD Stock Readiness Committee is considering applying WebSDR functionality to Storage Quality Control Reports (DD 1225).

WebSDR Summary

- The DoD WebSDR is offered as a multi-purpose tool to facilitate SDR processing within the Department.
- Your Service or Agency may direct use of other automated support tools instead of, or in addition to, DoD WebSDR.
- Additional system interfaces are connecting, such as SDR Air Force, Army, and Navy processing systems, with DAAS/WebSDR (reducing reliance on email).
- Ultimately, the WebSDR will have visibility of SDRs DoD-wide.

WebSDR Summary

- We hope your experience with DoD WebSDR will be satisfactory. If you do encounter a problem, remember to use the DAAS help line or email to report errors or make suggestions for future enhancements.

- **Help Desk Support:**
  Commercial: (937) 656-3247
  DSN: 986-3247
  FAX: (937) 656-3800/3801 or 986-3800/3801
  E-Mail: websdrhelp@dla.mil